## OPEN SYSTEMS® Accounting Software

# Bill of Materials/Kitting User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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## **General Information**

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

#### **Customer Support**

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user manual and other OSAS reference materials. If you need more information, consult a customer support representative.

#### **OSAS** Overview

#### **Resource Manager**

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. To use OSAS, you must run Resource Manager through an operating system based on Microsoft<sup>®</sup> Windows<sup>TM</sup>, Windows 95<sup>®</sup>, Windows NT<sup>®</sup>, UNIX<sup>®</sup>, or Novell<sup>®</sup> NetWare<sup>®</sup>. OSAS operates on LAN systems, across a web server using the OSAS Web program, and within a single computer. After you install Resource Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

You can install the other applications in any order unless their user's manuals specify otherwise.

General Information Introduction

#### **Base Applications**

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

## The Bill of Materials/Kitting System

Use Bill of Materials/Kitting to take into account assemblies that you manufacture (bills of materials) or take from inventory and sell (kits). The assemblies can be created from raw materials, other assemblies, or a combination of raw materials and assemblies.

For example, a computer reseller sells a computer system as a single unit made up of a monitor, a keyboard, a CPU, and a shelf. The reseller buys the monitor, the keyboard, and the CPU from different companies. The business also buys raw material for the shelf, but the reseller's business builds the shelf for the customer.

The computer system is a kit. The reseller identifies the system as a kit ID (CS0001), with four types of components from inventory: one monitor, one keyboard, one CPU, and one shelf. Each can be sold separately.

The shelf is a bill of materials. The reseller identifies it as an assembly ID (SH0001), with three types of components: one board, two metal plates, and eight screws. The boards, plates, and screws are not sold separately from each other.

The parts that make up the other components are not sold separately either—for example, the **F7** key or the monitor shell is not sold separately. The difference between the shelf and the other components is that the reseller is in charge of assembling the shelf. The reseller does not need to assemble a keyboard, a monitor, and a CPU; they may as well be raw materials.

The example illustrates the difference between a kit and a bill of materials. Each different kind of component in a kit can be sold separately. (You must use the Sales Order application to sell kits; Bill of Materials/Kitting does not work with the Accounts Receivable application alone.) Selling a kit is no different from selling its components separately (other than saving keystrokes).

A bill of materials is composed, at least in part, of components that are not sold separately and that the user's business is in charge of building.

The final stage that involves a kit is its sale through the Sales Order application (which recognizes the item as a kit). The final stage that involves a BOM is updating the INVExxx (Inventory Items) file with the on-hand quantity of that BOM. After the BOM has been built, it is identified as an item in the Inventory application, and you can sell it as an item through the Accounts Receivable application or the Sales Order application.

An assembly (or a build BOM) is identified differently from a kit. Bill of Materials/ Kitting is the only OSAS application that identifies an item ID as an assembly ID. Inventory, Accounts Receivable, and Sales Order see an assembly as another item. However, Bill of Materials/Kitting and Sales Order distinguish between a kit and an item.

Inventory and Bill of Materials/Kitting check the Inventory system for the item ID if the item is a BOM. Sales Order and Bill of Materials/Kitting read the BKMHxxx (Master Header) and BKMDxxx (Master Detail) files for the item ID if the item is a kit.

If an assembly is sold as a kit, the appropriate items are subtracted from Inventory. Following the example above, if the reseller sells one kit CS0001 (the computer system), the number of CPUs, keyboards, monitors, and shelves decreases by one.

If an assembly is sold as a BOM, its quantity decreases by one in Inventory; the quantities of its constituent parts decrease when the BOM is being built. Following the example above, when the computer system is sold, the number of shelves decreases by one but the number of boards, plates, and screws stays the same. Those numbers adjust accordingly only when you use the Build Assembly function.

If the reseller sells the kit and each component decreases by one, the reseller must check the quantities of each piece of equipment. If the number of monitors, keyboards, or CPUs is in the negative range, the reseller orders more from the vendor. If the number of shelves is in the negative range, the reseller, knowing that the shelf is a BOM, sees from the assembly ID for the shelf that each shelf needs one board, two plates, and eight screws.

The reseller checks inventory again for the BOM's components. If the right quantity of necessary items is not in stock, the reseller places the appropriate order. If the right quantity is in stock, the reseller supervises the assembly of the shelf and then uses Bill of Materials/Kitting to enter the fact that a shelf has been built.

To do this task with only the Inventory application, the reseller needs to know which items make up a shelf along with any other items the business is responsible for making. Inventory can track an item's ID, description, quantity, cost, and so on, but it cannot track its constituent parts or quantities of those parts.

#### **Daily Work**

Use the Daily Work functions for operations that involve building and tracking assemblies, producing the Build Assembly Journal, undoing a build, and posting transactions.

#### Reports

Use the Reports functions to produce summarized information about components, costs, and histories.

#### **File Maintenance**

Use the File Maintenance functions to set up and maintain information about assemblies and kits.

#### **Master File Lists**

Use the Master File Lists functions to produce information about kits and BOMs.

## **Conventions**

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term "Conventions", or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

#### **Manual Conventions**

This User's Manual is divided into these sections, made up of several chapters:

- The "Introduction" provides an overview of this application and the OSAS system, including installation procedures, graphical and text-based application features, and function key references.
- "Installation" explains the steps necessary to begin using this application in your company, including how to install the application on your system.
- The last part of your manual is made of several chapters, each chapter describing a function group within this application.

#### **Mouse Conventions**

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or "select", that function.

A right-click is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

Conventions Introduction

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

#### Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

#### **OSAS** Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

#### **Running OSAS**

OSAS memory and disk space requirements vary according to the operating system you use and the size of your data file. Consult the *Resource Manager User's Manual* for more information.

Introduction Conventions

#### **Starting OSAS**

To start OSAS on a Windows machine, double-click the OSAS icon on the desktop or in the appropriate folder.

To start OPEN SYSTEMS Accounting Software on a non-Windows machine, enter **osas** at the operating system prompt.

The command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *lerxst*, specify that information to enter the system:

#### osas -t T2 -c B -a lerxst

You can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

Conventions Introduction

#### **Menu Conventions**

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or DOS, the Text menu appears. If you are using the Resource Manager for Windows, you can choose between the Text Menu, Graphical Menu, or Start Menu. In Windows, use the Workstation Configuration Defaults function in Resource Manager to select the style of menu you want displayed. The following pages describe how you use each of these types of menus.

#### **Favorites Menu**

The Favorites menu operates in the text-based format as well as in the graphical formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you have application entries in Transactions (Accounts Payable), Transfer Journals (Inventory), and Edit Transactions (General Ledger), rather than enabling each application menu by menu, you could set up a Favorites Menu where, with one press of the enter key or a click on the button, your application would be open for work.

#### **Favorites Menu: Graphical Style**

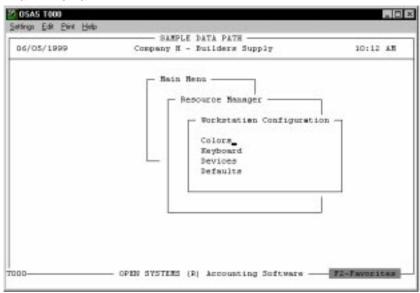


For Favorites Menu set up information, see page 1-27.

## **Text Menu**

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

#### **Text Main Menu**



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

• Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

Text Menu Introduction

• Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.
- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system.

#### **Function Keys Used in the Text menu**

Most keyboards have a set of function keys (usually labeled with the letter F and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Introduction Text Menu

Except for the **Command Help (Esc)**, the **Jump (Tab)** commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the <i>Resource Manager User's Manual</i> for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. The application's user's manual will describe the function if necessary.
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.

Text Menu Introduction

Key	Operation
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up Arrow Down Arrow	Move the cursor up or down through the menu selections.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again.

## **Graphical-Style Menus**

There are two types of graphical-style menus to choose from. The standard Graphical menu features application buttons that resemble many Windows functions. The Start Main menu is named because of its functional resemblance to the Start menu in Windows 95 and Windows NT. Featuring graphical displays, access buttons for your installed applications, and allowing access to OSAS functions via both the mouse and function keys, both graphical-style menus allow you a greater selection of interaction with OSAS and your data.

Both graphical-style menus are available in a Windows environment only.

Much like the Text menu, when you select an application in either graphical menu, the application's menu, presenting several related functions, is displayed beside the Main menu. Selecting a function leads you to a function screen or to another menu.

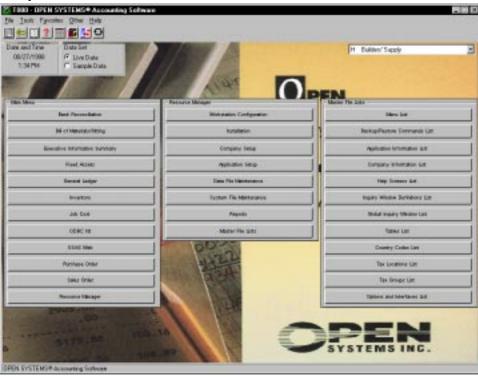
If you are using the Graphical menu, click the appropriate button with the mouse to select an application from the Graphical menu. To select a function from an application menu, click the function's button with the mouse the same way as you do for an application.

If you choose the Start menu you can select applications from the Main menu in these ways:

- Use the arrow keys and press **Enter**
- Click the selection
- Hold the mouse over the selection

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on previous menus.

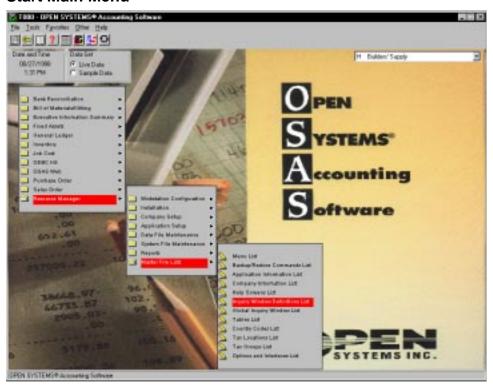
## Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

#### **Start Main Menu**



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu item
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

#### **Special Commands in Graphical menus**

Right-click to display the Special Commands menu, which allows you to perform these special tasks:

#### From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

#### From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

#### Menu Keys

Most keyboards have a set of function keys (usually labeled with the letter F and a number). In OSAS, commands are assigned to these function keys.

Key	Operation
F1 (Key Help)	Displays the list of Icons and Functions keys available to you.
F2 (Favorites Menu)	Displays the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.

Key	Operation
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. This application does not use an application setup function.
F10 (Change to Favorites)	Allows you to add to and delete from your Favorites menu. (works only with Start-style menu).
Right-click	Displays the a functions display box.
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.

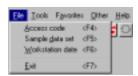
#### **Window Title Bar Menus**

When working using the graphical menus, you can use the pull-down menus and tool buttons (graphical icons) to access functions without using the function keys. While the function keys still work in the graphical menus, the menu bar and icons offers you a choice in how you access certain functions.

Using the mouse, move the cursor to the menu and click once, or, click on an icon for the function desired. Pictured below is the OSAS pull-down menu/icon selection.



#### File Menu



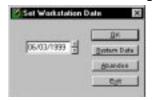
Command	Icon	Key	Result
Access code	<b>⊗</b>	F4	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		F5	Toggles between the Sample Data and the Live Data.
Workstation date		F6	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		F7	Exits from OSAS.

#### Access Code dialog box



- 1. Enter the access code.
- 2. Click **OK** to save your entry and return to the Main Menu or **Exit** to abandon the dialog box and return to the Main menu.

#### Workstation Date dialog box

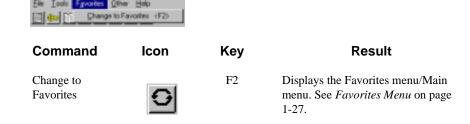


- 1. Enter the date, or use the up/down buttons to increase or decrease the date.
- 2. Select **OK** to change the workstation date, **System Date** to change the workstation date to match the operating system date, **Abandon** to exit without changing the date, or **Exit** to return to the Main menu.

#### **Tools Menu**



#### **Favorites Menu**

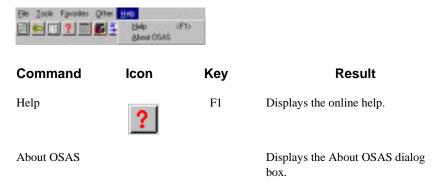


#### **Other Menu**



The Other menu contains a set of utilities. A calculator and Global Inquiry (which consolidates and presents data from other applications) are some of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about the utilities on the Other menu.

#### **Help Menu**



#### **Toolbar Icons**



There are three icons on the toolbar that were not described above.

lcon	Key	Result
		Displays the Application Information dialog box.
THE STATE OF THE S		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See the <i>Resource Manager User's Manual</i> .

#### **Other Graphical Screen Features**

The graphical screens offer more than shortcuts to application functions. In version 6.0, you can, at a glance or with a mouse click, determine the date and time, switch between live and sample data, and switch between companies and their data sets.

#### **Date and Time**



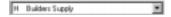
The workstation date and time are displayed.

#### **Data Set**



Check the Live Data radio button to work with live data. Check the Sample Data radio button to work with sample data.

#### **Change Company Field**



Select the company to change to.

## **Favorites Menu**

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the F2 button (or selecting the mouse pull-down menu).

#### **Favorites Menu: Text Style**

```
AP Transactions
GL Edit Transactions
IN Transfers Journal
```

There are two ways you can set up your Favorites menu, depending on if you use the text-style menu or the graphical-style menus.

To set up the text-style Favorites menu, follow these steps:

- Move your cursor to the submenu or application that you want placed in the Favorites menu.
- 2. Press F10.

You can press F2 to verify your selection was added to your Favorites menu.

To remove an application:

- 1. Press F2 to display the Favorites menu.
- 2. Move your cursor to the submenu or application you want removed.
- 3. Press F10.

Favorites Menu Introduction

#### Favorites Menu: Start-Style



To set up the graphical-style display (you can find an example of the graphical-style Favorites menu on page 1-12), follow these steps:

- 1. Position the cursor over the submenu or function you want placed into your Favorites menu.
- 2. Right-click on the function or submenu. The Favorites menu set up box (shown below) appears.



3. Click on Add to Favorites.

Introduction Favorites Menu

## Screen Use

Screen	Description
Add to/Remove Favorites	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data	Switches between your sample data and your live data.
Setup	Clicking on this button or pressing F9 sets up the selected application. Setup works only in certain applications. If an application requires a setup function, you will find instructions in that application's user's manual.
Function Information	Displays information about the selected function.

## **Function Commands**

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter F and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help (Esc)** and **Jump (Tab)** commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the commands window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 (Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the <i>Resource Manager User's Manual</i> for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.

Function Commands Introduction

Key	Operation
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift + F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or Down Arrow (Enter)	Move the cursor to the next field and accept the data entered.
Up Arrow	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl + V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again.
Ctrl + F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.

Introduction Function Commands

Key	Operation
Ctrl + O (Show/hide function keys)	If this option is turned on, the applicable function keys are displayed on the screen. If this option is turned off, no keys are displayed.

# **Help Commands**

When you use the  $Help\ (F1)$  command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents.  To recover a deleted help screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (xx is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

# **In-Field Editing Commands**

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation		
Right Arrow	Move the cursor to the right.		
Left Arrow	Move the cursor to the left.		
Del (Delete)	Delete the character the cursor is on.		

Function Commands Introduction

Key	Operation
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the <b>Abandon</b> ( <b>F5</b> ) command to clear the field.
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.

### **Inquiry Commands**

When you use the **Inquiry** (**F2**) command, several other commands become available for you to use in the inquiry window.

#### Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with J, enter  $\mathbf{J}$  in the ID field before you use the **Inquiry** command. The inquiry list will start with J and run through the end of the list.

Key	Operation	
PgUp	Display the previous page of the window.	
PgDn	Display the next page of the window.	
End	Move directly to the last item on file.	

Introduction Function Commands

Key	Operation		
Home	Move directly to the first item on file.		
Down Arrow	Move down one item.		
Up Arrow	Move up one item.		
Ins (Look up)	Enter a string of information. If you have an idea of what you are looking for and the ID is longer than one character, you can make a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with $J$ , enter $J$ in the ID field.		
F7 (Exit)	Leave the Inquiry window without selecting anything.		
Enter	Select the item the cursor is pointing to.		
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.		

# **Inventory Search Commands**

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Search** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift + F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Shift + F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*" and "?" wildcard characters to restrict or widen the search.

Function Commands Introduction

Key	Operation
Shift + F5 (Detail Lookup)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *? <> =.
Shift + F6 (Lot–Item Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Shift + F7 (Serial Number–Item Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Shift + F8 (Item Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*" and "?" wildcard characters to restrict or widen the search.

# **Report Commands**

You can use the following commands when a report is displayed on the screen:

Key	Operation		
PgUp	Move to the previous page of the report.		
PgDn	Move to the next page of the report.		
Home	Move directly to the top of a group of pages.		
End	Move directly to the bottom of a group of pages.		
F7 (Exit)	Exit to the menu from any point in the report.		
Left Arrow	Move left one character.		
Right Arrow	Move right one character.		
Tab (Toggle)	Toggle between the left and right halves of a report.		

Introduction Function Commands

Key	Operation
Up Arrow/Down Arrow	Move a line up and down the screen to line up information when you toggle between halves of a report.

# **Scroll Region Commands**

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down Arrow	Move down one line item.
Up Arrow	Move up one line item.
PgUp	Move to the previous screen or to the first line if you are on the first screen.
PgDn	Move to the next screen or to the last line if you are on the last screen.
Home	Move to the first line item in the entire list.
End	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

# **Reports**

#### **Selecting a Range of Information**

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.
- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

# **Sorting**

Information for reports is sorted first by a space (\_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

Reports Introduction

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

#### **Output Device**

Report functions screens offer four output options: printer, file, screen, and end.

• When you need a hard copy of a report, select **P**, and either accept the printer that appears or enter the code for the printer you want to use.

If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

If you want to stop printing after it has begun, press **Ctrl** + **Break**.

- If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select **F**. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.
- To preview the report—you must be using the Visual PRO/5 Interpreter and have a sysprint printer in your CONFIG.BBX file—select **R**.

If applicable, select S if you want the report to be in standard-size print or C if you want it to be in compressed print.

In the Printer dialog box that appears, select a sysprint printer and press **Enter**. The report is displayed on the screen.

Introduction Reports

• To view the report on the screen, select **S**. If the workstation default for compressed characters is *inactive*, the report is displayed in standard character mode. If the default is *active*, you can select standard mode or compressed mode. See your terminal documentation and the section on the termcap file in the *User's Reference Guide (PRO/5)*.

If the message **End of Page** appears at the bottom of the report screen, you can press **Enter** to generate the next page of the report. If the message **End of Report** appears at the bottom of the report screen, you can press **Enter** to exit to the menu you selected the report from.

• If you need to change some selections before you produce the report, select **E** and then press **Enter**. To end the function and return to the menu without producing the report, select **E** and then use the **Exit** (**F7**) command.

# Set Up and Conversion 2

Installing the Application	2-3
Conversion	2-9

# **Installing the Application**

The best time to install Bill of Materials/Kitting is at the beginning of your fiscal year so that you do not have to enter information for an entire year. If you cannot install Bill of Materials/Kitting at the beginning of your fiscal year, install it at the beginning of a month (or an other accounting period).

You can put this version of Bill of Materials/Kitting on the system in one of two ways: you can install a new system, or you can convert the old files and upgrade the system. Installation is explained in this section. Conversion is explained in appendix A.

Before you install and set up Bill of Materials/Kitting, version 6.0 of Resource Manager, and version 6.0 of Accounts Receivable, and Inventory must be installed and set up, and your printer must be configured. If you want to use Kitting, Sales Order 6.0 must be installed.

To install Bill of Materials/Kitting, use the Install Applications function in Resource Manager (see the *Resource Manager User's Manual*). Then create the data files (see the *Resource Manager User's Manual*) and select the options and interfaces.

# **Determining Options and Interfaces**

Setting up the options and interfaces is a standard part of installation. The selections you make determine the way Bill of Materials/Kitting runs.

To begin setting up each company's options and interfaces, use the Resource Manager Options and Interfaces function (see the *Resource Manager User's Manual*). **BK** is the application ID.

#### **Options**

Your answers to the following questions determine how the system works and how information flows through it.

- If Bill of Materials/Kitting is interfaced with General Ledger, the BKJRxxx (Transaction/Journal) file sends information about an assembly to the GLJRxxx (Journal) file when you post. Toggle to YES if you want information about each component that makes up the assembly to be posted. Toggle to NO if you want information about the assembly to be posted as one unit.
- 2. If you track the building of an assembly and the quantity of one of the assembly's components falls into the negative range, you have a negative build.
  - Toggle to **YES** if you want to allow a negative build or track the assembly of a BOM before you get the parts for it; otherwise, toggle to **NO**. You might want to select YES if you usually sell items before you build them.
- 3. Toggle to **YES** if you indicated that you allow negative builds and you want the system to warn you when you try to build an assembly that uses an item with a quantity of zero. Toggle to **NO** if you want the system to proceed tracking such a build without warning you first.
- 4. Toggle to **YES** if you want to keep history about each item in each kit; otherwise, toggle to **NO**. You must select YES if you want the Detail History Report in Sales Order to take kits into account.
- 5. Toggle to YES if the items involved with the assemblies and kits carry additional descriptions and you want to use them in Bill of Materials/Kitting; otherwise, toggle to NO. If the items involved with the assemblies and kits do not carry additional descriptions from Inventory, your entry does not have an effect.

#### **Interfaces**

Bill of Materials/Kitting can be directly interfaced only with General Ledger. However, it gets most of its information from Inventory, which can be interfaced with several other applications. See the *Inventory User's Manual* and other user's manuals for information about other interfaces that could have an indirect effect on Bill of Materials/Kitting.

Bill of Materials/Kitting version 6.0 does not work with any version of Inventory, Accounts Receivable, or Sales Order lower than 5.21. Bill of Materials/Kitting performs a specific operation: it tracks the building of a bill of materials. This operation involves the creation of a retail item from other inventory items (and needs the Inventory application).

Assemblies involve only Bill of Materials/Kitting and Inventory. You can sell an assembly through Accounts Receivable or Sales Order, but its constituent parts are not directly taken into account at the point of sale.

Building and selling kits involves grouping and selling items as a single item that can be sold only through Sales Order. If Sales Order is not interfaced with Bill of Materials/Kitting but Inventory is, you can take advantage only of the functions that pertain to assemblies; you can still build kits, but you cannot sell them.

If you sell a kit through Sales Order, the constituent parts of the kit are automatically taken into account. If Sales Order is interfaced with Bill of Materials/Kitting and General Ledger, kit information is sent to the GLJRxxx file when you post.

If Bill of Materials/Kitting is interfaced with General Ledger, information about builds is sent to the GLJRxxx file through the BKJRxxx (Transaction/Journal) file. If Bill of Materials/Kitting is not interfaced with General Ledger, no information is sent to the GLJRxxx file when you post.

# **Preparing Your Data**

Follow these steps to prepare your data:

- 1. Organize your lists of components that constitute a kit or a BOM and the quantities for each. (Components, kits, and assemblies must be set up in the Inventory application first because Inventory must recognize each item.)
- 2. Prepare the information specified in chapter 2 in the *Inventory User's Manual*.
- 3. Build tables (see page 4-7 for information about setting up tables).
- 4. Define BOMs (see page 6-9 for information about setting up BOMs).

- 5. Define kits (see page 6-3 for information about setting up kits).
- 6. Set up access codes.

You should establish valid kits and BOMs immediately after you install Bill of Materials/Kitting.

#### **Tables**

Before you begin to define BOMs and kits, you must set up the system tables.

- The Terminology (TRMBK) table holds labels of the user-defined fields used in the Kits and Bill of Materials functions.
- The General Ledger (BKGLxxx) table assigns the general ledger accounts you specify to the amounts entered for the three user-defined fields.

#### **Access Codes**

To restrict access to data files, menus, and functions that provide confidential information or are sensitive to change, use the Resource Manager Access Codes function to set up access codes on your system.

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

After you set up your access codes, print a list of the codes and store it in a safe place.

# **Creating a Backup Schedule**

Back up your Bill of Materials/Kitting data files whenever they change and before you run these functions:

- Build Assembly
- Components
- Multilevel Cost Rollup
- Purge Bill of Materials History

- Post Transactions
- Undo Build

Back up your programs once a month as insurance against diskette damage or deterioration.

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

#### Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-BK-Rel. 6.0date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

# Conversion

You can put this version of Bill of Materials/Kitting on the system in one of two ways: you can install a new system, or you can convert an older version of Bill of Materials/Kitting to the current version, keeping your old files intact. Since Bill of Materials/Kitting updates Inventory files, Inventory must be converted before Bill of Materials/Kitting.

Before you convert files, you must install the new version of Bill of Materials/ Kitting. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Before you convert an application's files, verify the version number of the application you are converting from. You can upgrade Bill of Materials/Kitting from version 4.5x. The Data File Conversion function in Resource Manager cannot determine the information from the function.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Manual*).

# **Consider Your Setup**

Before you try to convert your version of Bill of Materials/Kitting to the current version, consider the exact setup of your system. Modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

### **Converting to Version 6.0**

When you select **Data File Conversion** from the Company Setup menu in Resource Manager the function screen appears.



The conversion process is automatic and invisible to you. Simply specify path names of the source and destination files, the application, and a couple of preferences.

- 1. Select the target directory from the list. (The system assigns a number to each OSAS data path with assigned values.)
- 2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the destination path.
- 3. If you want source files to be erased after conversion, enter **Y**; if not or if you are not sure, enter **N**. When you are sure that the conversion has been completed successfully, you can delete your old data files.

- 4. If you want the conversion process to pause when a problem occurs, enter **Y**; if not, enter **N**. The system considers evidence of data not converting correctly or file corruption a problem. Whether you enter **Y** or **N**, the system creates an error log called CNVTLOG in the DATA subdirectory.
- 5. Enter **BK** at the bottom of the screen in the APPL column. Then enter the present version number, and press **Enter**.
  - When you enter OSAS, the copyrights screen shows the version of Bill of Materials/Kitting you have.
- 6. If data files already exist for Bill of Materials/Kitting in the intended destination path, the following prompt appears: **BK Data files exist. Do you want this task to erase them?** If you want to erase the existing files and convert the files from the version in the source path, enter **Y**. If you enter **N**, you must change your entries so that no conflict exists.
- 7. To convert, use the **Proceed** (**PgDn**) command.
- 8. The following prompt appears: **Do you wish a printout of error log after each application?** If you want the error log to be produced after the files are converted for each application, enter **Y**; if you want the log to be produced after all the files are converted, enter **N**. If you are converting only Bill of Materials files, your answer to this prompt makes no difference.
  - If a prompt appears when a problem occurs, enter  ${\bf Y}$  to stop the conversion process or  ${\bf N}$  to let the conversion run its course.
- 9. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu with Bill of Materials/Kitting 6.0 added appears.

# Work Flow

3

Tasks 3-3

# **Tasks**

Your work flow is divided into daily and periodic tasks. After the kits and BOMs are established, you can use the File Maintenance functions to update information about kits or assemblies, substitute components among several kits and assemblies, and remove unnecessary data from history.

#### **Daily Tasks**

You can use the functions on the Daily Work menu only if you have established BOMs.

#### **Adding Kits**

To add a kit, you must use an ID of an existing inventory item that has been marked as a kit in Inventory, provided that it is not already a BOM. The reason is that when you sell the kit, Sales Order gets kit information from Inventory files. Sales Order cannot recognize it except as an inventory item.

The best way to add a kit is to use the Items function in Inventory. When you use the Items function, you know that the inventory item has been established to be used as a kit. Sales Order recognizes the inventory item, and you can change an established kit in the Kits function.

#### **Deleting Kits**

To delete a kit from the BKMHxxx (Master Header) and BKMDxxx (Master Detail) files, use the Delete (F3) command in the Kits function. You cannot undo this action.

Tasks Work Flow

#### **Adding Assemblies**

To add an assembly, you must use an ID of an existing inventory item, provided that it is not already an assembly or a kit. The reason is that when you sell the assembly, Accounts Receivable and Sales Order get assembly information from the Inventory system. Accounts Receivable and Sales Order cannot recognize it except as an inventory item.

The best way to add an assembly is to use the Items function in Inventory. When you use the Items function, you know that the inventory item has been established to be used as an assembly. Accounts Receivable and Sales Order recognize the inventory item, and you can change an established assembly in the Bill of Materials function.

#### **Deleting Assemblies**

To delete an assembly, use the **Delete** (**F3**) command in the Bill of Materials function. The assembly record is deleted from the BKMHxxx and BKMDxxx files, but an assembly of which the deleted assembly was a part is not deleted. For example, if assembly 100 is part of assembly 450 and you delete assembly 100, the record for assembly 100 is gone; the record for assembly 450 and the components that make it up are still intact.

Whether you keep the deleted subassembly as part of the definition of assemblies is up to you. When a component is marked as a subassembly, the component is considered as another assembly. When a component is marked as an item, it is considered only as an inventory item. When you use the **Delete** (**F3**) command, the system checks for other occurrences of the assembly's usage as a subassembly (Sub).

If the subassembly is not part of another assembly's definition, the subassembly's record is deleted and the task is complete. If the subassembly is part of another assembly's definition, a prompt appears:

Change Sub ID to Item Everywhere?

Work Flow Tasks

To change the definition of all the other assemblies that use the ID from a subassembly (assembly) to an item (nonassembly from the Inventory file), enter **Y**. To leave the other assemblies' definitions alone, enter **N**.

Be careful if you enter **N**. If you try to build an assembly that involves a deleted subassembly, a message states that you cannot build the deleted subassembly.

#### **Monthly Tasks**

At the end of every month, complete the daily work and print the period-to-date reports.

#### **Periodic Tasks**

Periodic tasks comprise tracking the occurrences of building assemblies and posting transactions.

Produce the reports periodically as a backup before you purge information and as a safeguard against circumstances that might harm your data.

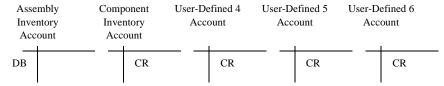
#### **Posting Transactions**

If Bill of Materials/Kitting is interfaced with General Ledger, entries and transactions associated with a general ledger account are transferred from the BKJRxxx (Transaction/Journal) file to the GLJRxxx (Journal) file for accurate tracking of the individual inventory general ledger accounts and the user-defined accounts in the BKJRxxx file.

Each component's inventory account is credited for the cost amount and each user-defined account. The assembly's inventory account is debited for the sum of the components' costs and the user-defined amounts.

Tasks Work Flow

If detail is to be posted, information about each component in the BKJRxxx file is sent to the GLJRxxx file. If only summary information is to be posted, information in the BKJRxxx file is accumulated for each general ledger account and the sum total is transferred to the GLJRxxx file.



If General Ledger is not interfaced, no information is sent to the GLJRxxx file, but the posting log is still produced to show what would have been posted.

Before you post, complete the following tasks:

- If you have a multiuser system, make sure that no one else is using the Bill of Materials/Kitting system. You cannot post if someone else is using the Bill of Materials/Kitting system.
- Print the Build Assembly Journal.
- Back up all the data files.

# Daily Work 4

Assembly Inquiry	4-3
Build Assembly	4-7
Undo Build	4-17
Build Assembly Journal	4-21
Post Transactions	4-25

#### Introduction

This chapter explains the features and uses of the screens, windows, and processes in the Bill of Materials/Kitting application. Screens are presented first; windows associated with the screens in a function are presented after a description of all the screens.

# **Assembly Inquiry**

#### **Features**

Use the Assembly Inquiry function on the Daily Work menu to inquire about assemblies that your business produces.

# **Reports**

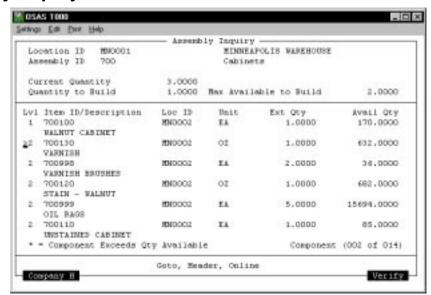
No report is associated with this function.

#### **Screen Use**

Screen	Description
Assembly Inquiry	Use the Assembly Inquiry screen to view information about assemblies that your business produces.

Assembly Inquiry Daily Work

# **Assembly Inquiry Screen**



#### **Field Definitions**

Field Name	Description
Location ID	Enter the location ID for the assembly you want to view.
Assembly ID	Enter the ID of the assembly you want to view.
Do you want to calculate the maximum available?	This prompt appears when you enter the assembly ID. If you want to calculate the available number of assemblies that you can build with the available components in the specified locations, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .
Current Quantity	The available quantity of the assembly is displayed.
Quantity to Build	Enter the number of assemblies you want to build.
Max Available to Build	The maximum available quantity to build is displayed.

Daily Work Assembly Inquiry

Field Name	Description
Lvl	The level of the component or material is displayed.
Item ID/Description	The component or item ID is displayed.
	An asterisk (*) before an item ID indicates that the quantity of the component in inventory is below the quantity needed to build the assembly.
Loc ID	The location ID is displayed.
Unit	The units by which the quantities are measured are displayed.
Ext Qty	The quantities required to build the requested amounts are displayed.
Avail Qty	The quantities available in inventory are displayed. This number is based on the specified components in the Bill of Materials function.

# **Command Bar Definitions**

Command	Description
Header	Press $\mathbf{H}$ to edit the fields in the header.
Online	Press <b>O</b> to send the information to an output device. Then select <b>P</b> to print the breakdown of necessary components, <b>F</b> to send the information to a file, or <b>E</b> to exit to the Daily Work menu.

# **Saving and Exiting**

Use the Exit (F7) command to exit to the Daily Work menu.

# **Build Assembly**

### **Features**

Use the Build Assembly function on the Daily Work menu to track the assembly of one BOM or many of the same BOM. You can also build an established serialized or nonserialized assembly.

# **Reports**

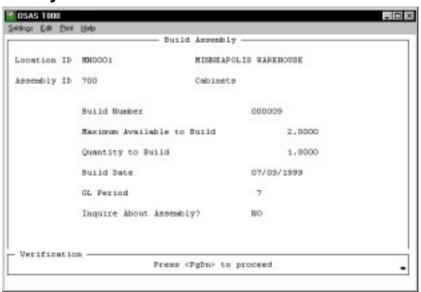
No report is associated with this function.

#### **Screen Use**

Screen	Description
Build Assembly	Use the Build Assembly screen to enter information about the assembly of one BOM or many of the same BOM and to record the assembly of products.
Negative Item window	Use the Negative Item window to instruct the system to track a build that makes the involved item quantity a negative number.
New/Existing Lot/Serial Number Entry window	Use the New/Existing Lot/Serial Number Entry window to track the lot and serial number of each serialized item.
Append Lotted Serial Number window	Use the Append Lotted Serial Number window to add information about lotted serialized items to the assembly.

Build Assembly Daily Work

# **Build Assembly Screen**



#### **Field Definitions**

Field Name	Description
Location ID	Enter the ID of the location that will hold the assembly you are going to build.
Assembly ID	Enter the ID of the assembly you want to build.
Do you want to calculate the maximum available?	This prompt appears when you enter the assembly ID. If you want the system to calculate the maximum number of assemblies you can build from inventory, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .
Build Number	Enter or change the build number.
Maximum Available to Build	The maximum number of assemblies that you can build with the available components in the specified locations is displayed.

Daily Work Build Assembly

Field Name	Description
Quantity to Build	Enter the number of assemblies you want to build.
Build Date	Enter or change the date for the assemblies to be recorded as built.
GL Period	Enter or change the general ledger period for the date of build.
Inquire about assembly?	If you want to view the Assembly Inquiry screen, enter <b>Y</b> ; if not, enter <b>N</b> .

#### **Command Bar Definitions**

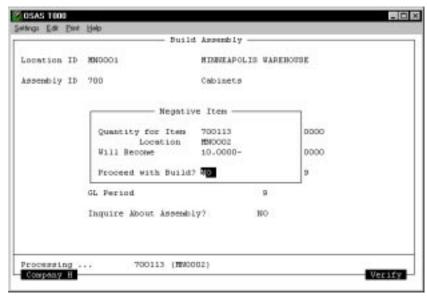
This screen has no command bar.

## **Saving and Exiting**

To save your work and proceed to the New/Existing Lot/Serial Number Entry window if you are working with lotted or serialized items, use the **Proceed (PgDn)** command. If you entered more assemblies to build than the maximum available to build, the Negative Item window appears.

Build Assembly Daily Work

## **Negative Item Window**



Field Name	Description
Quantity for Item	The item ID is displayed.
Location	The location for the item is displayed.
Will Become	The negative quantity created when you entered the quantity to build is displayed. You cannot include serialized items in negative builds. You must have enough serialized items on hand in order to build an assembly; if not enough serialized items are on hand, the system will not continue with the build.
Proceed with build?	To continue building the specified number of assemblies, enter $\mathbf{Y}$ . To cancel the task, back out of the transactions, and restore related file information, enter $\mathbf{N}$ .

Daily Work Build Assembly

## **Command Bar Definitions**

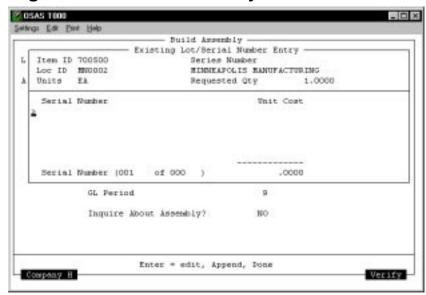
This window has no command bar.

## **Saving and Exiting**

To cancel the build and return to the Build Assembly screen, enter N; to build the assembly, enter Y.

Build Assembly Daily Work

## **New/Existing Lot/Serial Number Entry Window**



Field Name	Description	
Item ID	The ID of the item is displayed.	
Loc ID	The location ID of the item is displayed.	
Units	The unit of measure for the item is displayed.	
Requested Qty	The quantity of the item needed for the assembly is displayed.	
Serial Number	The serial number of the item is displayed.	
Unit Cost	The unit cost for the item is displayed.	
Unit Price	The unit price for the item is displayed.	

Daily Work Build Assembly

## **Command Bar Definitions**

Command	Definition
Enter = edit	Press <b>Enter</b> to edit a serial number.
Append	Press A to append a serial number.
Done	Press <b>D</b> to exit to the Build Assembly screen.

## **Saving and Exiting**

To save your entries and continue building the assembly, use the  $Proceed\ (PgDn)$  command.

Build Assembly Daily Work

## **Append Lotted Serial Number Window**



Field Name	Description
Serial No	Enter the serial number for the item.
Lot No	Enter or change the lot number for the item.
Cost	The cost of the item is displayed.
Ext Cost	The extended cost of the item is displayed.
Fulfill Qty	Enter or change the quantity that will be removed from inventory. You can access this field only if you are working with a lotted nonserialized item.
Comment	Enter additional information about the item.

Daily Work Build Assembly

## **Command Bar Definitions**

This window has no command bar.

## **Saving and Exiting**

To save your entries and continue building the assembly, use the  $Proceed\ (PgDn)$  command.

## **Undo Build**

## **Features**

Use the Undo Build function on the Daily Work menu to back out unposted BOMs and return component parts to inventory.

## **Reports**

A sample log is on page 4-20.

Screen	Description
Undo Build	Use the Undo Build screen to select the number of the
	unposted build you want to undo.

Undo Build Daily Work

## **Undo Build Screen**



Field Name	Description
Build Number	Enter the number of the build you want to undo.
Location ID	The location ID and description are displayed.
Assembly ID	The assembly ID and description are displayed.
Quantity Built	The quantity built is displayed.
Date of Build	The date of the build is displayed.

Daily Work Undo Build

## **Command Bar Definitions**

Command	Definition
Printer	Select <b>P</b> to send the log to a printer.
File	Select $\mathbf{F}$ to send the log to a file.
End	Select ${\bf E}$ to change your selections or exit to the Daily Work menu.

## **Saving and Exiting**

To undo the build and return to the Daily Work menu, use the  $Proceed\ (PgDn)$  command.

Undo Build Daily Work

Undo Build Error Log			
	End of Report	Undo Build 000004 was successful.	06/28/1999 10:31 AM Company H
		ssful.	Builders Supply Undo Build Error Log
			Page
			1

## **Build Assembly Journal**

#### **Features**

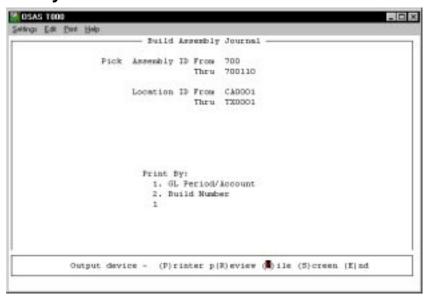
Use the Build Assembly Journal function on the Daily Work menu to produce a summary of the assemblies you have instructed Bill of Materials/Kitting to track. This function is useful if you want to see a list, before you post, of the assemblies that are to be built or have been built. After you post to General Ledger, you can compare the Build Assembly Journal with the Audit Log.

#### **Reports**

A sample Build Assembly Journal is on page 4-24.

Screen	Description
Build Assembly Journal	Use the Build Assembly Journal screen to select the information you want in the journal.

## **Build Assembly Journal Screen**



Field Name	Description
Pick	Enter the range of assembly IDs and location IDs you want in the journal.
Print By	Select the option by which you want to organize the report.

## **Command Bar Definitions**

Command	Definition
Printer	Select <b>P</b> to send the journal to a printer.
File	Select <b>F</b> to send the journal to a file.
Screen	Select ${\bf S}$ to send the journal to the screen.
End	Select <b>E</b> to change your selections or exit to the Daily Work menu.

## **Saving and Exiting**

After the journal is produced, the Daily Work menu appears.

## **Build Assembly Journal**

Build Assembly 700111 700111 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 700110 7		700130 700998 700999 700112 700113 700113 700110 700110 700110 700110 700110 700110 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 700100 7000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 70000 7	12:13 PM  Assembly/Component
Cabinet Assembly Cutting Board Drawer Assembly Cabinet Door Hinges Wood Screws Wood Screws Unstained Cabinet Unstained Cabinet Unstained Cabinet Unstained Cabinet Unstained Cabinet Unstained Cabinet		Varnish Brushes Stain - Walnut Oil Rags Cabinet Assembly Cutting Board Drawer Assembly Cabinet Door Hinges Wood Screws Unstained Cabinet Unstained Cabinet Unstained Cabinet Unstained Cabinet Unstained Cabinet Unstained Cabinet Walnut Cabinet Cabinets Series Number 1,1000 Cabinets Cabinets Cabinets Cabinets Cabinets	Description
Component MN0002 App. Labor MN0002 App. Labor MN0002 App. MN0002 Assembly MN0002		Component MA0002 App. Labor MA0002 Process MA0002 Process MA0002 Material MA0002 Material MA0002 Material MA0002 Component MA0002 Component MA0002 MA002 MA0002 MA0002 MA0002 MA0002 MA0002 MA0002 MA0002 MA0002 MA0002	Туре
MN0002 03/29/1990 MN0002 03/29/1990		Component MN0002 03/29/1990 App. Labor MN0002 03/29/1990 Process MN0002 03/29/1990 Process MN0002 03/29/1990 Material MN0001 03/29/1990 MN0001 03/29/1990 MN0001 03/29/1990 App. Labor MN0001 03/29/1990	Build Assembly Journal by Build Number by Build Number
1.000-1042 0.1.000-1042 0.1.000-1042 0.2.000-1042 0.4.000-1040 0.20.000-1040 0.1.000-1000 1.000-1000 1.000-1020 0.1.0000-1020 0.1.0000-1020	BUILD NUMBER 1 TOTAL	1.0000-1040 0.2.0000-1040 0.1.0000-1040 0.1.0000-1042 1.0000-1042 2.0000-1042 2.0000-1042 2.0000-1040 0.1.0000-1040 0.1.0000-1040 0.1.0000-1000 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010 0.1.0000-1010	nal Quantity Built GL Account
124.40	436.51	106.17 112.78	Debit
70.06 2.50 12.43 10.82 8.16 2.20 12.35 2.76 3.12	436.51	. 43 5.26 70.06 71.243 110.82 8.16 2.20 12.35 2.70 3.12 106.17 20.29 4.82 8.34 131.01 8.34 15.58 5.74	Credit

## **Post Transactions**

## **Features**

Use the Post Transactions function on the Daily Work menu to post the transactions related to building the assemblies to General Ledger.

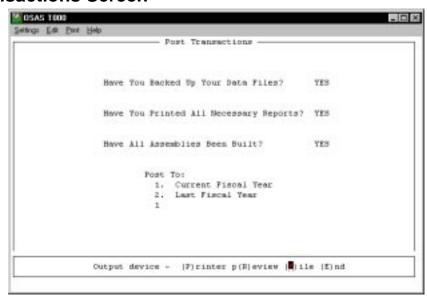
## **Reports**

A sample posting log is on page 4-28.

Screen	Description
Post Transactions	Use the Post Transactions screen to verify that the required tasks have been completed before you post and to select the year you want to post to.

Post Transactions Daily Work

## **Post Transactions Screen**



Field Name	Description
Have you backed up your data files?	If you have backed up your data files, enter $\boldsymbol{Y}\!;$ if not, enter $\boldsymbol{N}$ to exit to the Daily Work menu.
Have you printed all necessary reports?	If you have printed all the necessary reports, enter $Y$ ; if not, enter $N$ to exit to the Daily Work menu.
Have all assemblies been built?	If all assemblies have been built, enter $\boldsymbol{Y}\!;$ if not, enter $\boldsymbol{N}$ to exit to the Daily Work menu.
Post To	Enter 1 to post entries to the current fiscal year or 2 to post entries to last fiscal year.

Daily Work Post Transactions

## **Command Bar Definitions**

Command	Definition
Printer	Select <b>P</b> to send the log to a printer.
File	Select <b>F</b> to send the log to a file.
End	Select <b>E</b> to change your selections or exit to the Daily Work menu.

## **Saving and Exiting**

After posting is completed and the log is produced, the Daily Work menu appears.

Daily Work Post Transactions

|--|

Posting Log						
	End of Report			Component App. Labor Overhead Process Component Assembly Assembly	Transactions Posted to GL Period 3  Description Ref ID	06/28/1999 12:13 EM Company H
				BX B	GL Period 3 Ref ID	
		TOTAL GL POSTING	PERIOD 3 TOTAL	1000 1010 1020 1040 1042 1044	GL Account	Builders Supply Bill Of Materials Post to GL Summary
		416.89	416.89	416.89	Debit	ω
		416.89	416.89	18.23 95.74 26.32 34.40 50.58 191.62	Credit	
						Page
						Þ

# Reports 5

Where-Used Report	5-3
Available Components Report	5-7
Component Cost Report	5-11
Bill of Materials History Report	5-15

# **Where-Used Report**

#### **Features**

Use the Where-Used Report to review assemblies that contain components you specify. This report is useful if you want to know which components are used where and how important each one is so that you can easily make substitutions.

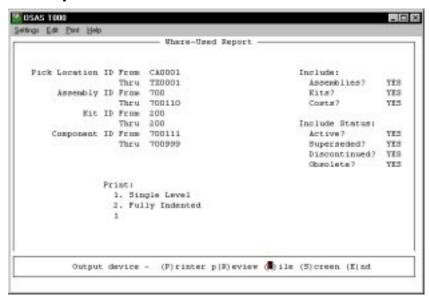
## **Reports**

A sample Where-Used Report is on page 5-6.

Screen	Description
Where-Used Report	Use the Where-Used Report screen to select the information you want in the report.
	you want in the report.

Where-Used Report Reports

## **Where-Used Report Screen**



Field Name	Description
Pick	Enter the range of location, assembly, kit, and component IDs you want in the report.
Include	Enter $\mathbf{Y}$ for each option you want to include in the report. Enter $\mathbf{N}$ for each option you want to exclude.
Include Status	Enter $\mathbf{Y}$ for each status you want to include in the report. Enter $\mathbf{N}$ for each status you want to exclude.
Print	Enter 1 to print the report for first- and second- level assemblies or 2 to print the report for all assemblies and subassemblies and their components.

## **Command Bar Definitions**

Command	Definition
Printer	Select P to send the report to a printer.
File	Select ${\bf F}$ to send the report to a file.
Screen	Select $\mathbf{S}$ to send the report to the screen.
End	Select <b>E</b> to change your selections or exit to the Reports menu.

## **Saving and Exiting**

After the report is produced, the Reports menu appears.

## **Where-Used Report**

06/28/1999 12:16 PM Commonny H		Builders Supply Where-Used Report Single Level/Costed				Page 1
Level/Inventory ID	Description	Status Type Loc. ID	Unit	Quantity	Unit Cost	Ext Cost
1-200100	Furnace	A Item MN0001	EA .	1.0000	379.4400	379.4400
0-200	Heating/Cooling Package	A Kit CA0001				1286.9700
0-200	Heating/Cooling Package					1286.9700
0-200						1286.9700
0-200		A Kit TX0001				1286.9700
1-200200	Water Heater	3	EA	1.0000	227.5300	227.5300
0-200	Heating/Cooling Package	A Kit CA0001				1286.9700
0-200	Heating/Cooling Package	A Kit MD0001				1286.9700
0-200	Heating/Cooling Package	A Kit MN0001				1286.9700
0-200	Heating/Cooling Package	A Kit TX0001				1286.9700
1-200300		A Item MN0001	EΑ	1.0000	429.9500	429.9500
0-200	Heating/Cooling Package	A Kit CA0001				1286.9700
0-200		A Kit MD0001				1286.9700
0-200						1286.9700
0-200		A Kit TX0001				1286.9700
1-200400		A Item MN0001	EA	1.0000	127.4000	127.4000
0-200	Heating/Cooling Package	A Kit CA0001				1286.9700
0-200	Heating/Cooling Package	A Kit MD0001				1286.9700
0-200	Heating/Cooling Package	A Kit MN0001				1286.9700
0-200	Heating/Cooling Package	A Kit TX0001				1286.9700
1-200500	Sump Pump	A Item MN0001	EA	1.0000	47.5000	47.5000
0-200	Heating/Cooling Package	A Kit CA0001				1286.9700
0-200	Heating/Cooling Package	A Kit MD0001				1286.9700
0-200	Heating/Cooling Package	A Kit MN0001				1286.9700
0-200	Heating/Cooling Package	A Kit TX0001				1286.9700
1-200600	Humidifier	A Item MN0001	EA	1.0000	75.1500	75.1500
0-200	Heating/Cooling Package	A Kit CA0001				1286.9700
0-200	Heating/Cooling Package	A Kit MD0001				1286.9700
0-200	Heating/Cooling Package	A Kit MN0001				1286.9700
0-200	Heating/Cooling Package	A Kit TX0001				1286.9700
1-700111	CABINET ASSEMBLY	A Item MN0002	EA	1.0000	57.4700	57.4700
0-700110	UNSTAINED CABINET	A BOM MINO 002				93.5800
1-700113	CUTTING BOARD	A Item MN0002	EA	1.0000	2.5000	2.5000
0-700110	UNSTAINED CABINET	A BOM MN0002				93.5800
1-700115	DRAWER ASSEMBLY	A Item MN0002	EA	1.0000	12.4300	12.4300
0-700110	UNSTAINED CABINET	A BOM MINO 002				93.5800
1-700117	CABINET DOOR	A Item MN0002	EA	2.0000	5.4100	10.8200
0-700110	UNSTAINED CABINET	A BOM MINO 002				93.5800
1-700120	STAIN - WALNUT	A Item MN0002	0Z	1.0000	.5200	.5200
06/28/1999		Builders Simply				Dage

# **Available Components Report**

#### **Features**

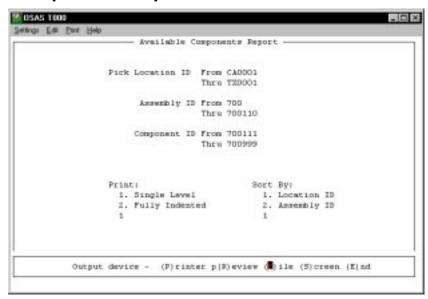
Use the Available Components Report to determine the maximum quantity of an assembly that you can build with the inventory on hand. You can also check the available quantity of each assembly and each component.

## **Reports**

A sample Available Components Report is on page 5-10.

Screen	Description
Available Components Report	Use the Available Components Report screen to select the information you want in the report.

## **Available Components Report Screen**



Field Name	Description
Pick	Enter the range of location, assembly, and component IDs you want in the report.
Print	Enter 1 to include only the assembly and the first level of components. Enter 2 to include the assembly and all its levels of components.
Sort By	Select the option by which to organize the report.

## **Command Bar Definitions**

Command	Definition
Printer	Select P to send the report to a printer.
File	Select ${\bf F}$ to send the report to a file.
Screen	Select $\mathbf{S}$ to send the report to the screen.
End	Select <b>E</b> to change your selections or exit to the Reports menu.

## **Saving and Exiting**

After the report is produced, the Reports menu appears.

Available (	Components	Report
-------------	------------	--------

Available Compone		+++++o		1110	Ę	ΩÞ
End of Report	0-700110 1-700111 1-700113 1-700115 1-700117 1-700200 1-700400	0-700100 1-700130 1-700998 1-700120 1-700999 1-700110		0-700 1-700100 1-700300 1-700500	Level/Inventory	12:16 PM Company H
	UNSTAINED CABINET CABINET ASSEMBLY CUTTING BOARD DRAMER ASSEMBLY CABINET DOOR HINGES WOOD SCREWS	WALNUT CABINET VARNISH VARNISH BRUSHES STAIN - WALNUT OIL RAGS UNSTAINED CABINET		CABINETS WALKUT CABINET HANDLES SERIES NUMBER	Description	
	MRID 002 MRID 002 MRID 002 MRID 002 MRID 002 MRID 002 MRID 002 MRID 002	MAND 00.2 MAND 00.2 MAND 00.2 MAND 00.2 MAND 00.2 MAND 00.2		MN0001 MN0002 MN0002 MN0002	Loc. ID Bin	Available Components Report by Assembly ID
	I-1 I-7 I-8 I-9 I-13	I-15 I-12 I-17 I-17 1-12 I-17		I-16 I-15 I-13	Bin	ments F
	EA EA EA EA	EA OZ EA		SET EA EA	Unit	Report
MAXIMUM AVAILABLE TO BUILD	1.000 1.000 1.000 1.000 2.000 4.0000	1.0000 638.0 1.0000 36.0 2.0000 682.0 1.0000 15694.0 1.0000 DILLD	MAXIMUM AVAILABLE TO BUILD	1.0000 1.0000 4.0000 1.0000	Quantity Each	
THE OF ELECT	15.0000 3.0000 15.0000 4.0000 91.0000 4961.0000	638.0000 36.0000 682.0000 15694.0000	BLE TO BUILD	90.0000 7.0000	Available Qty.	
2.0000	15,0000 3,0000 15,0000 2,0000 22,7500 248,0500	638.0000 18.0000 682.0000 3138.8000	2.0000	22.5000 7.0000	Max. to Build	ţ
	•	:				

# **Component Cost Report**

#### **Features**

The Component Cost Report is a list of assemblies in particular locations. It shows the level-1 components of those assemblies and every cost (including the user-defined costs) associated with each component and assembly.

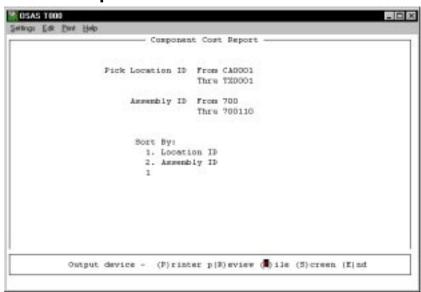
This report is helpful when you are planning a budget and want to see how to allocate components most effectively.

#### **Reports**

A sample Component Cost Report is on page 5-14.

Screen	Description
Component Cost Report	Use the Component Cost Report screen to select the assemblies and locations you want in the report.

## **Component Cost Report Screen**



Field Name	Description
Pick	Enter the range of location and assembly IDs you want in the report.
Sort By	Select the option by which to organize the report.

## **Command Bar Definitions**

Command	Definition
Printer	Select <b>P</b> to send the report to a printer.
File	Select <b>F</b> to send the report to a file.
Screen	Select $\mathbf{S}$ to send the report to the screen.
End	Select <b>E</b> to change your selections or exit to the Reports menu.

## **Saving and Exiting**

After the report is produced, the Reports menu appears.

Component	Cost	Report
-----------	------	--------

component Cos	st Ke	-						
End of Report		700110 700111 700113 700115 700117 700200 700400		700100 700130 700998 700120 700120 700110		700 700100 700300 700500	Assembly/Component ID	06/28/1999 12:17 PM Company H
Total	Ass	MNO 00 2 MNO 00 2 MNO 00 2 MNO 00 2 MNO 00 2 MNO 00 2 MNO 00 2	Ass	MNO 00 2 MNO 00 2 MNO 00 2 MNO 00 2 MNO 00 2 MNO 00 2	Ass	MN0001 MN0002 MN0002 MN0002	Loc. ID	
عاد	Assembly Total	1.0000 1.0000 1.0000 2.0000 4.0000 20.0000	Assembly Total	1.0000 2.0000 1.0000 5.0000	Assembly Total	1.0000 4.0000 1.0000	Quantity	
		57.4700 2.5000 12.4300 5.4100 2.0400		. 4300 2. 6300 . 5200 . 0800		.0000 2.0800 .0000	Unit Cost Ext.	Comp
	93.5800	57.4700 2.5000 12.4300 10.8200 8.1600 2.2000	6.6100	.4300 5.2600 .5200 .4000	8.3200	8.3200 .0000	Ext. Cost	Builders Supply Component Cost Report By Assembly ID
47. 8700	12.3500	12.3500	20.2900	20.2900	15.2300	15.2300	App. Labor	port D
13.1600	2.7600	2.7600	4.8200	4.8200	5.5800	5.5800	Overhead	
17.2000	3.1200	3.1200	8.3400	8.3400	5.7400	5.7400	Process	
186.7400	12.3500 2.7600 3.1200 111.8100		40.0600		34.8700		Ext Tot Cost	Page 1

# **Bill of Materials History Report**

#### **Features**

The Bill of Materials History Report shows the date assemblies were built, how many were built, the unit cost of each, and the user-defined cost of each on that date.

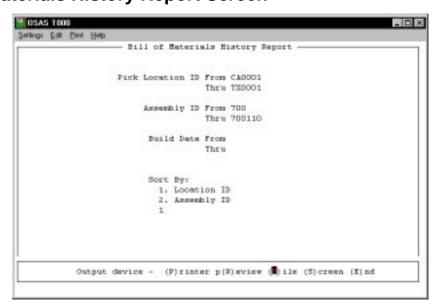
This report is helpful when you are planning a marketing strategy and want to see when assemblies are in peak demand.

## **Reports**

A sample Bill of Materials History Report is on page 5-18.

Screen	Description
Bill of Materials History	Use the Bill of Materials History Report screen to select the
Report	information you want in the report.

## **Bill of Materials History Report Screen**



Field Name	Description
Pick	Enter the range of location IDs, assembly IDs, and dates you want in the report.
Sort By	Select the option by which you want to organize the report.

## **Command Bar Definitions**

Command	Definition
Printer	Select <b>P</b> to send the report to a printer.
File	Select <b>F</b> to send the report to a file.
Screen	Select $\mathbf{S}$ to send the report to the screen.
End	Select <b>E</b> to change your selections or exit to the Reports menu.

## **Saving and Exiting**

After the report is produced, the Reports menu appears.

## **Bill of Materials History Report**

	06/28/1999 12:17 PM		Builders Supply Bill of Waterials History Report by Location ID	upply Mistory Report Mn ID			Page	┙
	Inventory ID Description Build Number	Loc ID Revision # Drawing # Build Date Version #	Quantity Unit	Unit Cost	App. Labor Overhead Process	Extended Cost		
	700 CABINETS	MN0001 T6 XI-701 03/29/1990 545-701	1.0000 SET	172.7800	15.23 5.58 5.74	199.33		
	700 CABINETS	MN0001 T6 XI-701 03/29/1990 545-701	1.0000 SET	172.7800	15.23 5.58 5.74	199,33		
			LOCATIO	LOCATION TOTAL	30.46 11.16 11.48	398.6600		
τ	06/28/1999 12:17 PM		Builders Supply Bill of Materials History Report by Location ID	upply History Report m ID			Page	2
tepor	Inventory ID Description Build Number	Loc ID Revision # Drawing # Build Date Version #	Quantity Unit	Unit Cost	App. Labor Overhead Process	Extended Cost		
ory ĸ	700100 WALNUT CABINET	MNO002 J3 WK-700100 03/29/1990 305-700100	1.0000 EA	131.0100	20.29 4.82 8.34	164.46		
Hist	700100 WALNUT CABINET	MNO002 J3 WK-700100 03/29/1990 305-700100	1.0000- EA	131.0100	20.29- 4.82- 8.34-	164.46-		
erials	700100 WALNUT CABINET	MN0002 J3 WK-700100 03/29/1990 305-700100	1.0000 EA	131.0100	20.29 4.82 8.34	164.46		
Mate	700100 WALNUT CABINET	MN0002 J3 WK-700100 03/29/1990 305-700100	1.0000- EA	131.0100	20.29- 4.82- 8.34-	164.46-		
Bill of	700110 UNSTAINED CABINET	M10002 B5 HG-700110 03/29/1990 165-700110	1.0000 EA	106.1700	12.35 2.76 3.12	124,40		
Ė								

# File Maintenance

6

Kits	6-3
Bill of Materials	6-9
Components	6-21
Multilevel Cost Rollup	6-25
Tables	6-29
Purge Rill of Materials History	6-33

## **Kits**

#### **Features**

Use the Kits function on the File Maintenance menu to establish and update information about kits. This function is useful if you sell many items at once and want to group them as one item.

Kits can be sold only through Sales Order.

## **Reports**

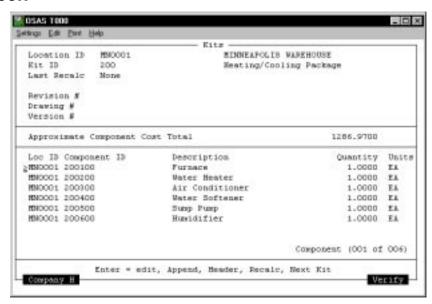
To produce a list of the information entered in this function, use the Kits List function on the Master File Lists menu.

#### **Screen Use**

Screen	Description
Kits	Use the Kits screen to enter and update information about kits.
Append/Edit Item window	Use the Append/Edit Item window to add or change the definition of a kit.

Kits File Maintenance

## **Kits Screen**



Field Name	Description
Location ID	Enter the ID of the location that stores the kit.
Kit ID	Enter the ID of the kit you want to add or change.
Last Recalc	The date of the last recalculation is displayed.
User-Defined Fields	Enter or change the information in your fields, or blank out the fields.
Approximate Component Cost Total	The approximate component and assembly totals are displayed.
Loc ID	The location ID for the components that will make up the kit is displayed.

File Maintenance Kits

Field Name	Description
Component ID	The ID for each component in the kit is displayed.
Description	The description for the component is displayed.
Quantity	The quantity of each component needed for the kit is displayed.
Units	The unit of measure for the component is displayed.

## **Command Bar Definitions**

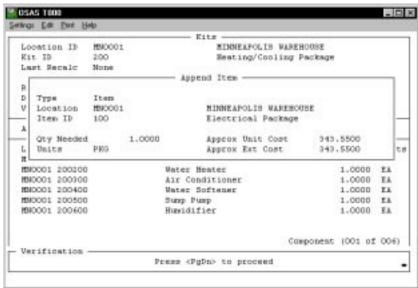
Command	Definition
Enter = edit	Press <b>Enter</b> to edit the line item.
Append	Press A to append a line item.
Header	Press ${\bf H}$ to move the cursor to the header region.
Recalc	Press ${\bf R}$ to recalculate the approximate cost for the kit and update the Last Recalc field.
Next Kit	Press <b>N</b> to work with the next kit.

## **Saving and Exiting**

To exit to the File Maintenance menu, use the **Exit** (F7) command.

Kits File Maintenance

## **Append/Edit Item Window**



Field Name	Description
Туре	The type of inventory item is displayed.
Location	Enter or change the location ID. The description of the location appears.
Item ID	Enter or change the item ID. The description of the item appears.
Qty Needed	Enter or change the quantity of the item the kit requires.
Units	Enter or change the unit of measure the item requires.
Approx Unit Cost	The unit cost of the item is displayed.
Approx Ext Cost	The extended cost of the item is displayed.

File Maintenance Kits

### **Command Bar Definitions**

This window has no command bar.

## **Saving and Exiting**

To save your entries and exit to the File Maintenance menu, use the  ${\bf Proceed}$  ( ${\bf PgDn}$ ) command.

## **Bill of Materials**

#### **Features**

Use the Bill of Materials function on the File Maintenance menu to establish and update information about assemblies. This function is useful if you often sell items that you assemble yourself.

### **Reports**

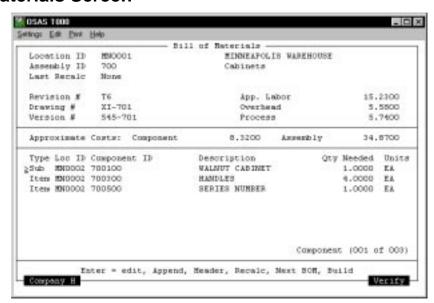
To produce a list of the information entered in this function, use the Bill of Materials List function on the Master File Lists menu.

#### **Screen Use**

Screen	Description
Bill of Materials	Use the Bill of Materials screen to enter and update information about assemblies.
Append/Edit Item window	Use the Append/Edit Item window to add or edit BOMs.
Build window	Use the Build window to track an assembly.
Negative Item window	Use the Negative Item window to track a build that makes the involved item quantity a negative number.
New/Existing Lot/Serial Number Entry window	Use the New/Existing Lot/Serial Number Entry window to enter or edit serial and lot numbers for inventory items used in a BOM.
Append Lotted Serial Number window	Use the Append Lotted Serial Number window to add information about lotted serialized items to a BOM.

Bill of Materials File Maintenance

### **Bill of Materials Screen**



Field Name	Description
Location ID	Enter the ID of the location that stores the assembly.
Assembly ID	Enter the ID of the assembly you want to add or change.
Last Recalc	The date of the last recalculation is displayed.
User-Defined Fields	Use the first three fields to enter alphanumeric information you set up in the Tables function. Use the last three fields to enter numeric information you set up in the Tables function.
Approximate Costs: Component	The cost of the components is displayed.
Assembly	The total cost of the assembly (including costs in the user-defined fields) is displayed.

File Maintenance Bill of Materials

Field Name	Description
Type	The type of component for the BOM is displayed.
Loc ID	The location ID of the component is displayed.
Component ID	The component ID for the BOM is displayed.
Description	The description of the component is displayed.
Qty Needed	The quantity needed to make one assembly is displayed.
Units	The component's unit of measure is displayed.

## **Command Bar Definitions**

Command	Description
Enter = edit	Move the prompt (>) to the line you want to edit and press <b>Enter</b> .
Append	Press A to add an inventory item to the BOM.
Header	Press $\mathbf{H}$ to edit the user-defined fields.
Recalc	Press ${\bf R}$ to recalculate the cost of the BOM. If you are using the Standard costing method in Inventory, these costs are updated in Inventory.
Next BOM	Press <b>N</b> to enter and update information about the next BOM.
Build	Press <b>B</b> to build the current assembly.

## **Saving and Exiting**

To exit to the File Maintenance menu, use the  $\boldsymbol{Exit}$  (F7) command.

Bill of Materials File Maintenance

## **Append/Edit Item Window**



Field Name	Description
Туре	Press ${\bf S}$ if the item is set up as a subassembly. Press ${\bf I}$ if the item is not an assembly.
Location	Enter or change the location ID.
Item ID	You must enter an item ID for a component to add it to an assembly. Enter or change the component or subassembly ID. The description appears.
Qty Needed	Enter or change the quantity of the item the assembly requires. The quantity must be greater than zero.
Units	Enter or change the unit of measure the item requires.

File Maintenance Bill of Materials

Field Name	Description
Approx Unit Cost	The item's unit cost is displayed from the Items function in Inventory.
Approx Ext Cost	The item's extended cost is displayed from the Items function in Inventory.

#### **Command Bar Definitions**

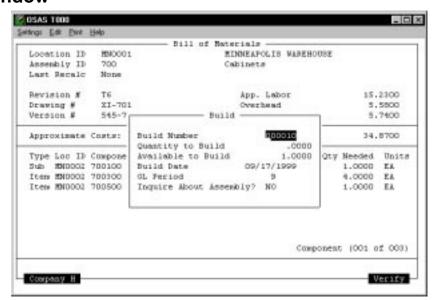
This window has no command bar.

## **Saving and Exiting**

After the BOM is built, the File Maintenance menu appears. To exit from the Bill of Materials function without building, use the **Exit** (**F7**) command.

Bill of Materials File Maintenance

#### **Build Window**



Field Name	Description
Do you want to calculate the maximum available?	This prompt appears when you enter the assembly ID. If you want the system to calculate the maximum number of assemblies you can build from inventory, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .
Build Number	Enter or change the build number.
Quantity to Build	Enter the number of assemblies you want to build.
Available to Build	If the system calculated the number available to build, based on the components that make up the assembly, it is displayed. If the system did not do the calculation, zero is displayed.
Build Date	The system date is displayed. If the assembly is done on a different date, change the date.

File Maintenance Bill of Materials

Field Name	Description
GL Period	Enter or change the general ledger period for the date of build.
Inquire about assembly?	If you want more information about the assembly before building it, enter <b>Y</b> ; if not, enter <b>N</b> . If you enter <b>Y</b> , the Assembly Inquiry screen appears.

#### **Command Bar Definitions**

This window has no command bar.

## **Saving and Exiting**

To continue with building the BOM, use the  $Proceed\ (PgDn)$  command, or use the  $Exit\ (F7)$  command to exit to the Bill of Materials screen.

Bill of Materials File Maintenance

## **Negative Item Window**



Field Name	Description
Quantity for Item	The item ID is displayed.
Location	The location for the item is displayed.
Will Become	The negative quantity created when you entered the quantity to build is displayed. You cannot include serialized items in negative builds. You must have enough serialized items on hand to build an assembly.
Proceed with build?	To continue building the specified number of assemblies, enter <b>Y</b> . To cancel the task, back out of the transactions, and restore related file information, enter <b>N</b> .

File Maintenance Bill of Materials

### **Command Bar Definitions**

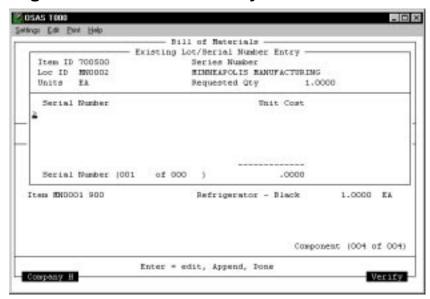
This window has no command bar.

## **Saving and Exiting**

If you do not continue with the build, the cursor returns to the Bill of Materials screen.

Bill of Materials File Maintenance

## **New/Existing Lot/Serial Number Entry Window**



#### **Field Definitions**

Field Name	Description
Serial Number	The serial number for the item is displayed.
Unit Cost	The unit cost of the serialized item is displayed.
Unit Price	The unit price of the serialized item is displayed.

#### **Command Bar Definitions**

Command	Definition
Enter = edit	Move the prompt (>) to the line you want to edit and press <b>Enter</b> .

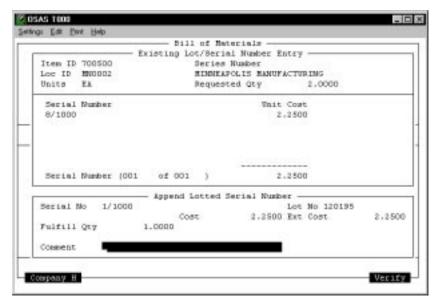
File Maintenance Bill of Materials

Command	Definition
Append	Press A to append a BOM.
Done	Press <b>D</b> when you finish entering lot and serial number information for the BOM.

### **Saving and Exiting**

When you finish entering lot and serial information, use the **Done** (**D**) command to save your changes, or use the **Exit** (**F7**) command to exit to the File Maintenance menu.

### **Append Lotted Serial Number Window**



Bill of Materials File Maintenance

#### **Field Definitions**

Field Name	Description
Serial No	Enter the serial number for the item.
Lot No	Enter or change the lot number for the item.
Cost	The cost of the item is displayed.
Ext Cost	The extended cost of the item is displayed.
Fulfill Qty	Enter or change the quantity that will be removed from inventory.
Comment	Enter additional information about the item.

### **Command Bar Definitions**

This window has no command bar.

## **Saving and Exiting**

When you finish entering lot and serial information, use the  $Proceed\ (PgDn)$  command.

## **Components**

#### **Features**

Use the Components function on the File Maintenance menu to update the components used in several different assemblies at once. This function is useful if an item is discontinued and you need to replace it with a different item or a different quantity of items. You cannot use this function for location transfers.

## **Reports**

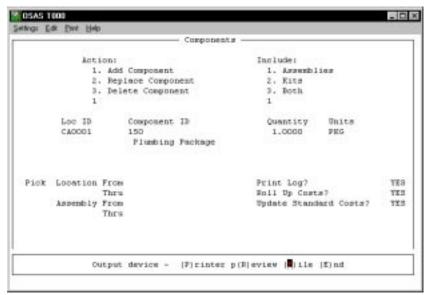
You can produce a verification log of all the BOMs that have been added, replaced, or deleted.

#### **Screen Use**

Screen	Description
Components	Use the Components screen to select components you want to add, replace, or delete throughout the system. The fields that appear depend on the selection you make.

Components File Maintenance

## **Components Screen**



Field Name	Description
Action	Select ${\bf 1}$ to add a component, ${\bf 2}$ to replace a component, or ${\bf 3}$ to delete a component.
Include	Select ${\bf 1}$ to include assemblies, ${\bf 2}$ to include kits, or ${\bf 3}$ to include both kits and assemblies.
Loc ID	Enter the location ID of the component you want to change.
Component ID	Enter the ID of the component you want to change. The component description appears.
Quantity	The quantity of the component is displayed.
Units	The unit of measure for the component is displayed.

File Maintenance Components

Field Name	Description
Old	This field appears if you are replacing a component. Enter the information about the component you are replacing in the Loc ID, Component ID, Quantity, and Units fields.
New	This field appears if you are replacing a component. Enter the information about the replacement component in the Loc ID, Component ID, Quantity, and Units fields.
Pick Location	Enter the range of locations for which you want to change components.
Pick Assembly	If you elected to change components in assemblies, enter the range of assemblies for which you want to change components.
Pick Kit	If you elected to change components in kits, enter the range of kits for which you want to change components.
Print log?	If you want to print a log of changed components, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .
Roll up costs?	If you want costs to be rolled up for the range of kits and/or assemblies, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .
Update standard costs?	If you want standard costs in Inventory to be updated, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .
Increase quantities if component already exists?	This field appears if you are adding a component. If the component already exists and you want the system to increase quantities for the component, enter <b>Y</b> ; if not, enter <b>N</b> .

Components File Maintenance

### **Command Bar Definitions**

Command	Definition
Printer	Select <b>P</b> to send the log to a printer.
File	Select ${f F}$ to send the log to a file.
End	Select E to change your selections or exit to the File

## **Saving and Exiting**

When the log has been printed the File Maintenance menu appears.

# **Multilevel Cost Rollup**

#### **Features**

Use the Multilevel Cost Rollup function on the File Maintenance menu to recalculate the cost for kits and assemblies. If Bill of Materials is interfaced with Inventory and you are using the Standard cost method, this function recalculates the standard cost makeup for each assembly or kit.

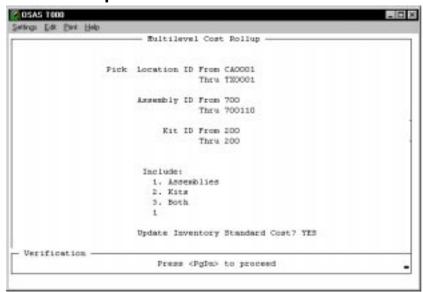
## **Reports**

No report is associated with this function.

#### **Screen Use**

Screen	Description
Multilevel Cost Rollup	Use the Multilevel Cost Rollup screen to select the range of
	assemblies and kits you want to recalculate.

## **Multilevel Cost Rollup Screen**



Field Name	Description
Pick	Enter the range of locations, assemblies, and kits for which you want to recalculate costs.
Include	Enter ${\bf 1}$ to include assemblies, ${\bf 2}$ to include kits, or ${\bf 3}$ to include both kits and assemblies in the cost rollup.
Update inventory standard cost?	If you want to update standard costs in Inventory, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .

### **Command Bar Definitions**

This screen has no command bar.

## **Saving and Exiting**

To save your entries, use the  $Proceed\ (PgDn)$  command.

## **Tables**

#### **Features**

Use the Tables function on the File Maintenance menu to maintain the TRMBK and BKGLxxx tables.

Tables store information about the system, data, options, and default settings for other applications.

### **Reports**

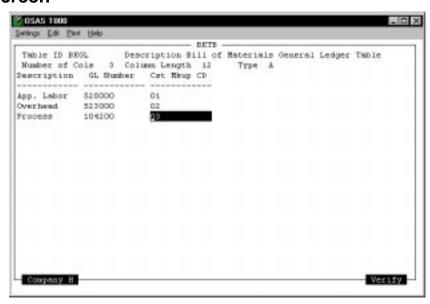
To produce a list of the information entered for each table, use the Tables List function on the Master File Lists menu.

#### **Screen Use**

Screen	Description
Tables	Use the Tables screen to maintain the system tables.

Tables File Maintenance

### **Tables Screen**



Field Name	Description
Table ID	Enter or change the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID.
Copy From	This field appears if you entered a new table ID. To copy a company-specific or a terminal-specific table, enter the table ID plus the company and terminal ID.
Description	Enter or change the description of the table.
Number of Cols	The number of columns in the table is displayed.
Column Length	The length of the columns in the table is displayed.

File Maintenance Tables

Field Name	Description
Туре	The type of characters you can enter in the table is displayed—alphanumeric (A), numeric (N), or numeric with one to four decimal places. Although you can change the type, you cannot enter any other type of character than the table originally specified.

### **Command Bar Definitions**

This screen has no command bar.

## **Saving and Exiting**

To save your entries and exit to the File Maintenance menu, use the  ${\bf Proceed}$  ( ${\bf PgDn}$ ) command.

Tables File Maintenance

#### **TRMBK Table**

The TRMBK table holds six fields that appear on other function screens. The first three fields are alphanumeric and appear on the Bill of Materials screen and the Kits screen; their values are for reference only and are not used in any calculations. The last three fields are numeric and appear on the Bill of Materials screen; their values are included in the cost of each assembly built.

Enter the table ID **TRMBK**. Then enter a label for each field. The first three fields hold miscellaneous information you might want to associate with an assembly or a kit—for example, a version number or a revision number.

#### **BKGLxxx** Table

The BKGLxxx table holds three general ledger accounts whose labels you can define and numbers you can specify. when you use the Bill of Materials function. The values you enter in the fields with these labels are sent to these general ledger accounts.

Enter the table ID **BKGL***xxx* (*xxx* is the company ID). The description of fields 4–6 should be the same as user-defined fields 4–6 in the TRMBK table.

Enter the general ledger account number you want the values from fields 4–6 to be sent to.

# **Purge Bill of Materials History**

#### **Features**

Use the Purge Bill of Materials History function on the File Maintenance menu to delete records of assemblies from the BKHIxxx (History) file. Use it when you want to free disk space.

Before you use this function, produce the Bill of Materials History Report. You cannot recover historical data after you purge it.

### **Reports**

No report is associated with this function.

#### **Screen Use**

Screen	Description
Purge Bill of Materials History	Use the Purge Bill of Materials History screen to make sure that you have backed up data files and to select the date before which records from the BKHIxxx file should be deleted.

## **Purge Bill of Materials History Screen**



#### **Field Definitions**

Field Name	Description
Have you backed up the system?	If you have backed up the information you are about to purge, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ to exit to the File Maintenance menu.
Delete History for Items Dated Before	If you want to delete historical information about items built before the system date, press <b>Enter</b> . To delete historical information about items built before a different date, enter that date.

#### **Command Bar Definitions**

This screen has no command bar.

## **Saving and Exiting**

To save your entries, use the Proceed (PgDn) command. To return to the File Maintenance menu, use the Exit (F7) command.

# **Master File List**

7

Kits List	7-3
Bill of Materials List	7-7
Tables List	7-1

## **Kits List**

### **Features**

The Kits List shows the components that are in each kit and the cost of each component and each kit. This list is helpful when you are planning a budget and want to see how to allocate components most effectively.

## **Reports**

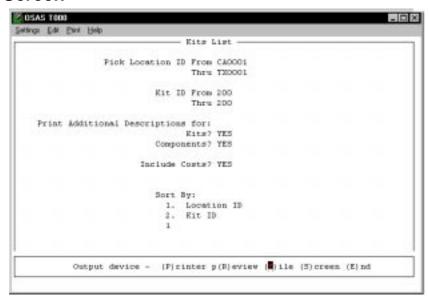
A sample report is on page 7-6.

### **Screen Use**

Screen	Description
Kits List	Use the Kits List screen to select the information you want in the list.

Kits List Master File List

## **Kits List Screen**



### **Field Definitions**

Field Name	Description
Pick	Enter the range of location and kit IDs you want in the list.
Print Additional Descriptions for	If you want to list the additional descriptions of each kit and each component, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .
Include costs?	If you want to list costs for each kit and component, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .
Sort By	Select the option by which you want to organize the list.

Master File List Kits List

## **Command Bar Definitions**

Command	Definition
Printer	Select <b>P</b> to send the list to a printer.
File	Select <b>F</b> to send the list to a file.
Screen	Select S to send the list to a file.
End	Select <b>E</b> to change your selections or exit to the Master File Lists menu.

## **Saving and Exiting**

After the list is produced, the Master File Lists menu appears.

Kits List Master File List

## **Kits List**

06/28/1999 12:28 PM	Build K:	Builders Supply Kits List				Page
	by Assemi	by Assembly ID / Costed				
Inventory ID	Description	Loc ID	Quantity	Unit	Estimated Unit Cost	Ext Cost
200	Heating/Cooling Package	CA0001				
200100	Furnace	MN0001	1.0000	ΕA	379.4400	
200200	Water Heater	MN0001	1.0000	ΕA	227.5300	227.5300
200300	Air Conditioner	MN0001	1.0000	EΑ	429.9500	
200400	Water Softener	M0001	1.0000	F Þ	127 4000	
200500	Water Solleier	MINOCOL	1.0000	E»	47 5000	
200500	Sump Pump	MN0001	1.0000	EΑ	47.5000	
200600	Humidifier Fleatrical Dackage	MN0001 T+em	1.0000	EA	75.1500	
;	Includes Electrical Outlets and Breaker Box					
			Tot	al Kit	Total Kit Component Cost	1626.9600
200	Heating/Cooling Package	MD0001	1	3	370	
200100	Furnace	MN0001	1.0000	EA	379.4400	
200300	Mater Heater Air Conditioner	MN0001	1.0000	EΑ	429.9500	429.9500
200400	Water Softener	MN0001	1.0000	ΕA	127.4000	127.4000
200500	Sump Pump	MN0001	1.0000	ΕA	47.5000	
200600	Humidifier	MN0001	1.0000	ΕA	75.1500	
100	Electrical Package Includes Electrical Outlets and	MN0001 Item	1.0000	PKG	339.9900	
			Tot	al Kit	Total Kit Component Cost	1626.9600
200 200100	Heating/Cooling Package Furnace	MN0001	1.0000	EA	379.4400	
200200 200300 200400	Water Heater Air Conditioner Water Softener	MN0001 MN0001	1.0000 1.0000 1.0000	EA EA	227.5300 429.9500 127.4000	
200500 200600	Sump Pump Humidifier	MN0001	1.0000 E	EA EA	47.5000 75.1500	47.5000 75.15
100	Electrical Package Includes Electrical Outlets and Breaker Box	MN0001 Item		PKG	339.9900	
			Tot	al Kit	Total Kit Component Cost	1626.9600
3	the same to the same of the sa					

## **Bill of Materials List**

## **Features**

The Bill of Materials List shows the components that are in each assembly and the cost of each component and assembly.

## **Reports**

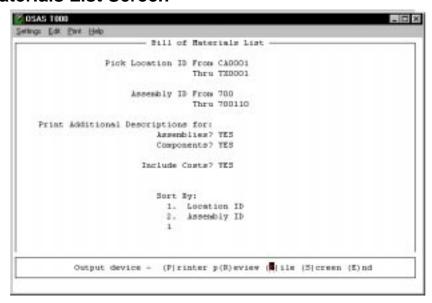
A sample Bill of Materials List is on page 7-10.

### **Screen Use**

Screen	Description
Bill of Materials List	Use the Bill of Materials List screen to select the information you want in the list.

Bill of Materials List Master File List

## **Bill of Materials List Screen**



## **Field Definitions**

Field Name	Description
Pick	Enter the range of location and assembly IDs you want in the list.
Print Additional Descriptions for	If you want to list additional descriptions of each assembly and each component, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .
Include costs?	If you want to list costs, enter Y; if not, enter N.
Sort By	Select the option by which you want to organize the report.

Master File List Bill of Materials List

## **Command Bar Definitions**

Command	Definition
Printer	Select <b>P</b> to send the list to a printer.
File	Select <b>F</b> to send the list to a file.
Screen	Select $S$ to send the list to the screen.
End	Select <b>E</b> to change your selections or exit to the Master File Lists menu.

## **Saving and Exiting**

After the list is produced, the Master File Lists menu appears.

Bill of Materials List Master File List

## **Bill of Materials List**

Inventory ID Description Loc ID Type    Cabinets	06/28/1999 12:29 PM	Build Bill of by Assemb	Builders Supply Bill of Materials List by Assembly ID / Costed				
Cabinets Made up of parts 700100, 700300 and 700500 WALNUT CABINET MANO02 SERIES MUMBER WAN002 Electrical Package Includes Electrical Outlets and Breaker Box  WALNUT CABINET VARNISH WANUO2 STAIN - WALNUT UNSTAINED CABINET UNSTAINED CABINET CABINET ASSEMELY CUTTING BOARD DRAMER ASSEMELY COTTING BOARD DRAMER ASSEMELY COLLINGES STAIN - WALNUT CABINET DOOR HINGES MOOD CABINET DOOR HINGES MOOD CABINET DOOR HINGES MOOD CABINET BOX  WANOO2 Includes Electrical Outlets and Breaker Box  WANOO2 Includes Electrical Outlets and Breaker Box  MOOO2 Includes Electrical Outlets and Breaker Box	Inventory ID	Description			Quantity	Quantity Unit	ļ
WALNUT CABINET  WANDLES  WALNUT CABINET  WANDO2  SERIES NUMBER  WANDO2  SERIES NUMBER  WANDO2  Flectrical Package Includes Electrical Outlets and Breaker Box  WALNUT CABINET  VARNISH BRUSHES  VARNISH BRUSHES  VARNISH BRUSHES  STAIN - WALNUT  OIL RAGS  UNSTAINED CABINET  LICLUDES Electrical Outlets and Breaker Box  UNSTAINED CABINET  CABINET ASSEMBLY  CUTTING BOARD  DRAMER ASSEMBLY  CUTTING BOARD  DRAMER ASSEMBLY  MOOD2  CABINET DOOR  HINGES  MOOD2  MOOD2  HINGES  MOOD3  MOOD2  Includes Electrical Outlets and Breaker Box  MOOD2  Includes Electrical Package  HINGES  MOOD2  MOOD2  Includes Electrical Outlets and Breaker Box  MOOD2  Includes Electrical Outlets and Breaker Box	700	Cabinets Whade up of parts 700100, 700300 and	MN0001				
SERIES NUMBER  MIN002  Parnish Brushes  Flectrical Package  Includes Electrical Outlets and  Breaker Box  WALAUT CABINET  VARNISH BRUSHES  VARNISH BRUSHES  VARNISH BRUSHES  VARNISH BRUSHES  VARNISH BRUSHES  OIL RAGS  UNSTAINED CABINET  Includes Electrical Outlets and  Breaker Box  UNSTAINED CABINET  CABINET ASSEMBLY  CUTTING BOARD  CUTTING BOARD  DRAMER ASSEMBLY  COLLINGES  DRAMER ASSEMBLY  MO002  CABINET DOOR  HINGES  MODD SCREMS  Flectrical Package  Includes Electrical Outlets and  Breaker Box  Report  Report	700100	WAINUT CABINET HANDLES		_	1.0000		EA 38
WALAUT CABINET  VARNISH BRUSHES  VARNISH BRUSHES  STAIN - WALNUT  MN0002  OIL RAGS  UNSTAINED CABINET  LICLURES Electrical Outlets and Breaker BOX  UNSTAINED CABINET  UNSTAINED CABINET  MN0002  CABINET ASSEMBLY  CUTTING BOARD  DRAWER ASSEMBLY  MN0002  TO CABINET DOOR  HINGES  WOOD SCREWS  Electrical Package  Includes Electrical Outlets and Breaker BOX  MN0002  MN0002	700998 100	SEKLES NUMBER Varnish Brushes Electrical Package Includes Electrical Outlets and Breaker Box		2 2 2	1.0000	1.0000 EA 1.0000 PKG	
WALNUT CABINET  WALNUT CABINET  WAN002  VARNISH BRUSHES  WAN002  VARNISH SUSHES  WAN002  STAIN - WALNUT  MA0002  OIL RAGS  UNSTAINED CABINET  LICLURES Electrical Outlets and  Breaker Box  UNSTAINED CABINET  CABINET ASSEMBLY  CABINET ASSEMBLY  CABINET DOOR  HINGES  WOOD SCREWS  Electrical Package  Includes Electrical Outlets and  MA0002  Includes Electrical Outlets and  MA0002  Includes Electrical Outlets and  Breaker Box  Report  WAN002  Includes Electrical Outlets and  Breaker Box					Total As	Total Assembly	Total Assembly Component Cost
UNSTAINED CABINET  UNSTAINED CABINET  CABINET ASSEMBLY  M0002  CUTTING BOAD  DEAWER ASSEMBLY  M0002  CABINET DOOR  HINES  W0002  M0002  M0002  Includes Electrical Outlets and  Breaker Box  Report	700100 700130 700998 700120 700120 700999 700110	WALNUT CABINET VARNISH BRUSHES STAIN - WALNUT OIL RAGS UNSTAINED CABINET Electrical Package Includes Electrical Outlets and Breaker Box		2 2222	1.0000 2.0000 1.0000 5.0000 1.0000	1.0000 OZ 2.0000 EA 1.0000 OZ 5.0000 EA 1.0000 EA 1.0000 PKG	
UNSTAINED CABINET  (CABINET ASSEMBLY  MAN002  CUTTING BOARD  DRAWER ASSEMELY  (7)  CABINET DOOR  HINGES  WOOD SCREWS  Flectrical Package  Includes Electrical Outlets and  Breaker Box  Report							
11 CABINET ASSEMBLY M0002  33 CUTTING BOARD M0002  15 DRAWER ASSEMBLY M0002  17 CABINET DOOR M0002  10 HINGES M0002  10 WOOD SCREWS Lectrical Package M0002  11 Includes Electrical Outlets and Breaker Box  Report	700110	INSTAINED CABINET	2000NM		Total As	Total Assembly	Total Assembly Component Cost
CABINET DOOR M0002 HINGES M0002 WOOD SCREWS Electrical Package M0002 Includes Electrical Outlets and Breaker Box	700111 700111 700113 700115	UNSTAINED CASINET CABINET ASSEMBLY CUTTING BOARD DRAWER ASSEMBLY			1.0000 1.0000	1.0000 EA 1.0000 EA 1.0000 EA	
WOOD SCREWS Electrical Package Includes Electrical Outlets and Breaker Box	700117	CABINET DOOR HINGES		2 2 .	2.0000 4.0000		EA EA
End of Report	700400 100	WOOD SCREWS Electrical Package Includes Electrical Outlets and Breaker Box	MN0002 Item MN0001 Item	_	20.0000 E 1.0000	20.0000 EA 1.0000 PKG	8
	End of Report				Total As	Total Assembly	Total Assembly Component Cost

## **Tables List**

## **Features**

The Tables List provides information about the table you select. It is helpful when you plan to change a table and want a list to compare it against.

## **Reports**

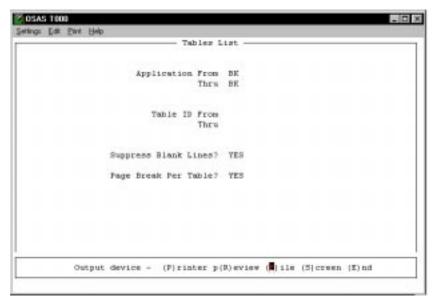
A sample Tables List is on page 7-14.

### **Screen Use**

Screen	Description
Tables List	Use the Tables List screen to select the tables you want to

Tables List Master File List

## **Tables List Screen**



## **Field Definitions**

Field Name	Description
Application	The application ID is displayed.
Table ID	Enter the range of table IDs you want in the list.
Suppress blank lines?	If you want the list to exclude blank lines, enter $\boldsymbol{Y}$ ; if not, enter $\boldsymbol{N}$ .
Page break per table?	If you want a page break between each table, enter $\mathbf{Y}$ ; if not, enter $\mathbf{N}$ .

Master File List Tables List

## **Command Bar Definitions**

Command	Definition
Printer	Select <b>P</b> to send the list to a printer.
File	Select $\mathbf{F}$ to send the list to a file.
Screen	Select $S$ to send the list to the screen.
End	Select <b>E</b> to change your selections or exit to the Master File Lists menu.

## **Saving and Exiting**

After the list is produced, the Master File Lists menu appears.

Tables List Master File List

### **Tables List**

lables List											
1.00 2.00 3.00 4.00 5.00 6.00 7.00 8.00 9.00 11.00 12.00 13.00	Period Be	Table ID CNVT No. of Columns	06/28/1999 12:29 PM	App. Labor 520000 Overhead 523000 Process 104200	Description GL	Table ID BKGLH	06/28/1999 12:29 PM	App. Labor 520000 Overhead 523000 Process 104200		Table ID BKGL No. of Columns	06/28/1999 12:29 PM
1.01 1.31 2.01 2.29 3.01 3.31 4.01 4.30 5.01 5.31 6.01 6.30 7.01 7.31 8.01 8.31 9.01 9.30 10.01 10.31 11.01 11.30 12.01 12.31 .00 .00	Begin Date End Date	Description Bil 3 Column Length	Builders Supply Tables List Bill of Materials/Kitting -	000 000 000 02 03	GL Number Cst Mkup CD	Description Bil 3 Column Length	Build Tab Bill of Materia	520000 01 523000 02 523000 02 523000 03	Nimbox Cat Man C	Description Bill of 3 Column Length 12	Build Tab Bill of Materia
2.29 2.39 3.31 3.31 3.31 3.31 3.31 3.31 3.31 3	1	Description Bill of Materials Conversion Table Column Length 12 Type N	Builders Supply Tables List terials/Kitting - Round 13			Description Bill of Materials General Ledger Table Column Length 12 Type A	Builders Supply Tables List Bill of Materials/Kitting - Round 13	1		Description Bill of Materials General Ledger Table Column Length 12 Type A	Builders Supply Tables List Bill of Materials/Kitting - Round 13
		able	Page			er Table	Page			er Table	Page
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7-14

# **System Messages**



#### (ID) Already sold.

The serialized item you are trying to work with has been sold and the sale has been posted.

#### (ID) Currently in use.

The serialized item you are trying to work with has been sold or is committed. The sale has not been posted, but it is no longer available.

#### (ID) Is a BOM.

You cannot use the ID of an existing assembly for a kit or a different assembly.

#### (ID) Is a Kit.

You cannot use the ID of an existing kit for an assembly or a different kit.

#### (Item ID) Is not on file.

You cannot use an item that is not in the INVExxx (Items) file. You may have deleted an item from inventory without deleting it from the definition of an assembly or a kit.

(Location ID) Is not on file. (Location ID) Not found. (Location ID) Is not a valid location.

The location ID you entered does not exist. You cannot add locations in Bill of Materials/ Kitting; you must use the Locations function in Inventory (see the *Inventory User's Manual*).

System Messages References

#### {} Table not found.

This table is not on file, probably because it was deleted. Try to reconstruct the table.

#### A {} cannot contain itself.

A BOM or a kit cannot carry its own ID as part of its definition.

#### Already sold.

You cannot commit an item (assembly or kit) that has already been sold.

#### Amount entered causes assembly cost to be too large.

A cost cannot be larger than \$999,999.9999. The amount you entered pushes the cost over this amount.

#### Build abandoned after record in use message.

If you try to build an assembly that involves an item someone else is using, the **Record in Use** message appears, and the building operation stops.

#### Build cancelled. Assembly contains no components.

You cannot build as assembly that does not have any components. One reason the assembly does not have components might be that the components' (items') IDs were deleted from Inventory since the assembly was defined in the BOM.

#### Build cancelled. Assembly {} not on file.

You cannot build an assembly that is not on file. One reason it is not on file might be that the assembly (item) ID was deleted from Inventory since it was defined in the BOM.

#### Build cancelled. Fractional quantities found for serialized items.

You cannot build an assembly that has a fractional quantity for at least one serialized item.

#### Build cancelled. The maximum of {} levels has been reached.

You have too many levels of assemblies or kits. You cannot track more than 10 levels.

#### Build request is above maximum available.

When you send instructions to build more assemblies than your inventory is capable of supporting, you can proceed only if the Allow Negative Builds option is set to YES in the Options and Interfaces function in Resource Manager (see the *Resource Manager User's Manual*; the code is **BK**).

## Cannot delete last component of a {}. Cannot delete last line of a {}.

You cannot delete the last line of an assembly or a kit; if you could, you would delete the assembly or kit.

#### Changing line type to 'KIT' will clear all values.

The values in the line-item entry area disappear when you enter the letter *K* to declare the item as a kit.

#### Component already exists for this $\mathcal{C}$ .

You cannot assign the same component to an assembly or a kit more than once.

#### Component {} in location {} not on file.

The specified component is not in the specified location. Perhaps a user used the Location Transfers function in Inventory to move the component (item) to a different location since you defined the component as part of the assembly in Bill of Materials/Kitting.

#### Cost update aborted.

You cannot update cost information about a kit or an assembly which involves an inventory item which is not in the INVExxx (Items) file. You must first define all items in the Items function in Inventory (see the *Inventory User's Manual*).

System Messages References

#### Currently in use.

You cannot commit an item (assembly or kit) that is being used.

#### Detail history not selected in Options table.

You cannot work with detail history of an assembly or a kit unless the Keep Detail History option in the Resource Manager Options and Interfaces function is set to YES.

#### Fractional quantities not allowed for {}.

You must enter whole numbers for quantities of serialized items and material items.

#### GL account for (user-defined field) does not exist.

You cannot build an assembly when the BKGLxxx table has a general ledger account label without an account number.

If you use General Ledger, you must enter an account number. If you do not use General Ledger, go to the BKGLxxx table and either add a number to the label or remove the label without the number.

#### GL account table (ID) not found.

You cannot use a function which involves general ledger accounts from a BKGLxxx table which does not exist. The table may have been deleted from the system with the **Delete** (**F3**) command on the table itself.

#### Invalid unit of measure.

You must enter a valid unit of measure. Valid options are displayed at the bottom of the screen.

#### Inventory item: {}, Loc ID {}, not found.

The specified item is not in the specified location. Perhaps a user used the Location Transfers function in Inventory to move the component (item) to a different location since you defined the component as a part of the assembly in Bill of Materials/Kitting.

#### Inventory update for this component aborted.

The update for the quantity of the component in inventory has been stopped because you cancelled the instruction to build an assembly.

#### Item already exists on this assembly.

You cannot add an item twice to the same assembly. You can update the quantity of the item to increase the number of the item the assembly requires.

#### Item {} does not have a materials list.

The specified item does not have any materials assigned to it; you cannot build it. Use the Bill of Materials function to assign materials to it.

```
Item {} is an assembly.
Item {} is not a bill of material.
Item {} is not a component.
```

An item cannot be an assembly and a kit at the same time.

To work with a kit, you must enter an item that is not already an assembly. To work with an assembly, you must enter an item that is not already a kit.

#### Item {} is not an inventory item.

Items you enter, either as assemblies, kits, or components, must already be in inventory.

```
Item \{f\} is not in location \{f\}.
Item \{f\} is not on file.
Item \{f\} not found in location.
```

The specified item is not in the specified location. Perhaps a user used the Location Transfers function in Inventory to move the component (item) to a different location since you defined the component as part of the assembly.

System Messages References

#### Kit (ID) is not on file.

You must enter the ID of an existing kit. To define a kit, use the Kits function.

#### A kit cannot contain itself.

You cannot include a kit as part of the definition of itself.

#### Location {} is not on file.

The location ID you entered is not on file. Enter an ID that is on file in Inventory.

#### Material List: {}, Loc ID {}, not found.

The specified list of materials is not in the specified location. Perhaps a user used the Location Transfers function in Inventory to move the component (item) to a different location since you defined the component as part of the assembly in Bill of Materials/Kitting.

#### Maximum number of lines reached.

#### Maximum number of lines reached. Cannot insert.

You can assign only 999 items to a kit or an assembly.

#### Must enter I or K or J.

The type of item you enter must be specified as either an item, a kit, or a job. Depending on which applications are interfaced, not all these choices may be available.

#### Negative quantities discovered—Press Enter to back out build.

The Allow Negative builds option is set to NO in the Options and Interfaces function in Resource Manager. Press **Enter** to abort.

If you want to build an assembly that will drive the quantity of one of your items below zero, you must set the Allow Negative Builds option to YES in Resource Manager.

#### No bills of material on file.

You have not defined any BOMs. Define a BOM (assembly) in the Bill of Materials function.

#### Press any key to continue with Recalc.

To recalculate the number of assemblies to build, press any key.

#### Press F3 to delete the entire (ID).

When you try to delete an assembly or a kit, this message appears for verification. If you do not want to delete, use the **Abandon** (F5) command.

#### Quantity must be greater than zero.

You must enter a positive quantity. A quantity of zero would mean that you do no want to build, and a negative quantity would mean that you want to take assemblies apart.

#### Quantity will become {} for inventory.

You have instructed the system to push the quantity of the assembly larger than 999,999.9999 or smaller than -999,999.9999. Reduce or increase the quantity to fit within the range.

#### Recalculate cost total?

Information about the item (assembly or kit) has changed, probably because of a change in the INVExxx (Items) file with one of the items involved. To enter the instruction to recalculate the cost, use the **Proceed (PgDn)** command; to cancel, use the **Abandon (F5)** command.

#### Record in use.

Because someone else is using the item (assembly or kit) you are trying to work with, you cannot change the record, and can read it only when the other user is finished using the record.

System Messages References

#### Restoring item: (ID).

The items that were being assembled are restored when you enter NO in the Proceed with Build field for one of the assembly's items after giving the instruction to build the assembly or when the Negative Quantities Discovered message appears and you press **Enter**.

#### Serialized components must have integer quantities.

You must enter whole numbers for quantities of serialized items.

#### Serialized kits are not allowed.

Serialized items are not allowed in kits.

You cannot involve serialized items with kits, either as kit IDs or as components of kits.

#### Serial number {} found under item {}.

You must assign a serial number to the item involved with the assembly or kit. A user may have made this item serialized since the assembly or kit was defined.

#### Service items are not allowed in bills of material.

You cannot include a service item in a bill of materials.

#### Terminology table (ID) not found.

You cannot use a function which involves user-defined fields from a TRMBKxxx table which does not exist. The table may have been deleted from the system with the **delete** (**F3**) command on the table itself.

#### Thru value cannot be less than from value.

The Thru value must be greater than or equal to the From value.

#### A valid {} is required.

You must enter an item or a location that is already in inventory.

#### Valid units of measure are:

You must enter one of the units of measure listed at the bottom of the screen.

#### You must build the CNVTxxx table first.

You must build the CNVTxxx table before you build assemblies or assign transactions to periods. If General Ledger is installed, you can interface Bill of Materials/Kitting with General Ledger and use the Period Setup function in Resource Manager to build the CNVTxxx table.

# **File Descriptions**

B

#### **BKHIxxx** (History) file

When you build, information is sent from a scratch file to the BKJRxxx and BKHIxxx files and to the Inventory system.

The BKHIxxx file holds historical information about each assembly built: quantity and cost of the assembly, date of the assembly, and information in the user-defined fields.

The file holds information until you remove it. Use the Purge Bill of Materials History function to remove information from the BKHIxxx file, based on the date it was built.

#### BKJRxxx (Transaction/Journal) file

When you build, information is sent from the scratch file to the BKHIxxx, BKJRxxx, BKTRxxx, and BKLSxxx files and to the Inventory system.

The BKJRxxx file is sent account information about each component: general ledger period, account number, assembly ID and date of assembly, entry type and amount, sequence number, description, and reference number. This information is held in the file until you post, when it is transferred to the GLJRxxx file.

#### BKLSxxx (Transaction Lot/Serial Numbers) file

The BKLSxxx file stores quantities and lot and serial information from builds.

#### **BKMDxxx** (Master Detail) file

The BKMDxxx file stores information about assemblies, components, and general ledger account numbers.

File Descriptions References

#### **BKMHxxx** (Master Header) file

The BKMHxxx file stores information about assemblies and user-defined fields.

#### BKTB (Tables) file

The BKTB file stores information about the TRMBK and BKGLxxx tables.

The TRMBK table stores information about user-defined fields that you can assign to the header section of the Kits function and the Bill of Materials function. Refer to the Tables function for information about how the information is used.

The BKGLxxx table stores general ledger accounts for user-defined fields. You can assign these accounts to user-defined fields 4 to 6 in the header section of the Bill of Materials function.

When you build an assembly or a kit, information about which components are involved comes from the BKMDxxx file. Information about each component comes from the Inventory system. Information for user-defined fields comes from the BKTB file.

#### **BKTRx** (Build Assembly Transaction) file

The BKTRx file stores information about assemblies, components, levels, units of measure, general ledger account numbers, quantities, and costs from builds.

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